Time Inquiry-Leave Update System (TINQ)

Latest Update Information

The following change has been made to the Time Inquiry-Leave Update System (TINQ) procedure:

Section	Description of Change
Annual & Sick Leave	**Updated the Annual & Sick Leave screen to add the new Paid Parental Leave (PPL) fields.**

Table of Contents

System Overview

The Time Inquiry-Leave Update System (TINQ) is an online real-time entry and inquiry system of the United States Department of Agriculture (USDA)/National Finance Center (NFC). TINQ allows users to query and/or correct leave data. It also provides a method of transferring leave data from donors to approved leave recipients participating in the Leave Sharing Program.

TINQ is a detailed breakdown of several Information/Research Inquiry System (IRIS) programs, IR136, Annual/Sick Leave; IR138, Other Leave; IR139, Compensatory Leave and Rates; IR140, Nonpay Leave; and IR143, Time Off Award Data. All data displayed in the IRIS programs can be updated and/or corrected through TINQ. Changes made in TINQ are displayed immediately in TINQ and IRIS.

A corrected Time and Attendance (T&A) Report should be used if the correction involves hours worked (i.e., changing annual leave to leave without pay) or adjustments to accounting data. If the adjustment is beyond system capability (26 pay periods), do not process a corrected T&A; adjust the leave balances through TINQ and through your T&A system (i.e., adjusting the leave amounts on the employee leave account screen in Web-based System for Time and Attendance Reporting (STARWeb)).

This section includes the following topics:

Reports

TINQ Program 09, Audit Trail of Leave Updates, is an online reporting system which lists changes processed in the last 2 years to an employee's leave record.

The Audit Trail of Leave Updates report (P0049) is a report generated through the Report Generator System (CULPRPT). The P0049 Report holds correction records for 2 weeks. This report is used to certify the necessity to make leave corrections through TINQ. The P0049 Report identifies the employee entering changes through TINQ by user identification (ID). It serves as an audit trail of leave updates to the system.

The Indebtedness Advanced Leave Hours Collected by SPPS for Processing Pay Period/Yr XX/XX/XX report (PO167) is a report also generated through CULPRPT. This report is used to notify Agency personnel that the advanced leave debt has been collected, and the advanced leave balances must be deleted from TINQ.

All reports are updated when leave is updated (after the Payroll Computation System (PAYE) is run). To query groups of employee data, use FOCUS to request ad-hoc reports.

Who to Contact for Help

For questions about NFC processing, contact the NFC Contact Center at **1-855-NFC-4GOV (1−855-632-4468)** or via the internet using Requester Console user identification (ID).

System Access

This section provides access security information and gives specific sign-on/sign-off instructions

This section includes the following topics:

Security and Remote Terminal Usage

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user IDs, passwords, and obtaining access to a specific system contact your Agency Security Officer.

To access TINQ, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Sign-On

To access this system, you must:

1. Sign on to the NFC Mainframe. The NFC Mainframe Warning screen is displayed.

Figure 1: NFC Mainframe Warning Screen

2. Press **Enter** to display the NFC banner screen.

Figure 2: NFC Banner Screen

3. Complete the fields as described below.

   Enter User ID

   Password

   New Password?

   Enter Application Name

4. At the CL/SUPERSESSION Main Menu screen:

   - Press **F8** to scroll through the Session IDs until the appropriate Session ID appears.

   - Press **Tab** until the cursor is located on the line next to the Session ID.

   - Press **Enter**.

        OR

   - Press **F9** to bring the cursor to the Command Line at the bottom of the screen and retrieve a specific Session ID.

   - Type **s**.

   - Press the **space bar** once.

   - Type the Session ID acronym.

   - Press **Enter**. See screen below for an example. The applicable system is displayed.

```
_____  Actions  Options  Commands  Features  Help
------------------------------------------------------------------------
KLSVSEL1                    CL/SUPERSESSION Main Menu              More:  +

Select sessions with the ENTER key or use a "/"
        to display an action code.
   Session ID  Description                              Type     Status
   ----------  --------------------------------         --------  -----------
 _  IDMS05      IDMS05                                   Multi
 _  PINQ05      IDMS05                                   Multi
 _  ABCOINQ     IDMS83                                   Multi
 _  ABCO        IDMS83                                   Multi
 _  $DB2        TSOB $DB2      TSOB  PROC($DB2           Multi
 _  $ORACLE     TSOA                                     Multi
 _  $ORACLEA    TSOA                                     Multi
 _  $SPFA       TSOA $SPFA     TSOA  PROC($SPF           Multi
 _  $SPFAV2     TSOA $SPFAV2   TSOA  PROC($SPF           Multi
 _  $SPFB       TSOB $SPFB     TSOB  PROC($SPF           Multi
 _  $SPFBV2     TSOB $SPFBV2   TSOB  PROC($SPF           Multi
 _  $SPFC       TSOC $SPFC     TSOC  PROC($SPF           Multi

TSS7030I Password Changed
Command ===>                                              SYSB/T30N6447
Enter  F1=Help  F3=Exit  F5=Refresh  F8=Fwd  F9=Retrieve  F10=Action
```

Figure 3: CL/SUPERSESSION Main Menu Screen

```
_____  Actions  Options  Commands  Features  Help
------------------------------------------------------------------------
KLSVSEL1                    CL/SUPERSESSION Main Menu              More:  +

Select sessions with the ENTER key or use a "/"
        to display an action code.
   Session ID  Description                              Type     Status
   ----------  --------------------------------         --------  -----------
 _  IDMS05      IDMS05                                   Multi
 _  PINQ05      IDMS05                                   Multi
 _  ABCOINQ     IDMS83                                   Multi
 _  ABCO        IDMS83                                   Multi
 _  $DB2        TSOB $DB2      TSOB  PROC($DB2           Multi
 _  $ORACLE     TSOA                                     Multi
 _  $ORACLEA    TSOA                                     Multi
 _  $SPFA       TSOA $SPFA     TSOA  PROC($SPF           Multi
 _  $SPFAV2     TSOA $SPFAV2   TSOA  PROC($SPF           Multi
 _  $SPFB       TSOB $SPFB     TSOB  PROC($SPF           Multi
 _  $SPFBV2     TSOB $SPFBV2   TSOB  PROC($SPF           Multi
 _  $SPFC       TSOC $SPFC     TSOC  PROC($SPF           Multi


Command ===> s THGT                                       SYSB/T30N6447
Enter  F1=Help  F3=Exit  F5=Refresh  F8=Fwd  F9=Retrieve  F10=Action
```

Figure 4: CL/SUPERSESSION Main Menu Screen (Session ID Displayed)

Sign Off

Follow the signoff-screen prompts at the bottom of the screen to exit the system or to return to
the CL/SUPERSESSION Main Menu screen.

```
      Actions   Options   Commands   Features   Help
---------------------------------------------------------------------------
KLSVSEL1                  CL/SUPERSESSION Main Menu                More:   +

Select sessions with the ENTER key or use a "/"
        to display an action code.
   Session ID   Description                          Type      Status
   ----------   ----------------------------------   --------  -------------
_  IDMS05       IDMS05                               Multi     Current
_  PINQ05       IDMS05                               Multi     Active
   .-----------------------------------------------------. ulti
   |  KLSTERM1           Exit Menu                      | ulti
   |                                                    | ulti
   |  Type a selection number or position the          | ulti
   |  cursor on a line and press ENTER.                 | ulti
   |                                                    | ulti
   |  _ 1. Exit and terminate sessions (X)             | ulti
   |    2. Exit and do not terminate sessions (N)      | ulti
   |    3. Resume (R)                                   | ulti
   |                                                    | ulti
   |                                                    | ulti
   |  Command ===>                                      |
   |  Enter  F1=Help  F12=Cancel                        |      SYSB/T30N6447
   '-----------------------------------------------------' trieve  F10=Action
```

Figure 5: CL/SUPERSESSION Main Menu Screen

1. At the CL/SUPERSESSION Main Menu screen, press **F3**. The Exit Menu popup is displayed.

2. Position the cursor in front of Exit and press **Enter** to exit and terminate the CL/SUPERSESSION.

> **OR**

Position the cursor in front of Resume and press **Enter** to exit the application without terminating the CL/SUPERSESSION Main Menu screen.

Change Your Password

To Change Your Password:

1. Type "**Y**" next to the New Password? prompt on the NFC banner screen.

```
============================================================================
== CURRENT DATE              SNX32703              T30N6447         PF1=HELP  ==
============================================================================
==                 NN     NN        FFFFFFFF         CCCCCCCC              ==
==                 NNN    NN        FFFFFFFF        CCCCCCCC               ==
==                 NNNN   NN           FF              CCC                ==
==                 NN NN  NN        FFFFFFFF           CCC                ==
==                 NN  NNNN         FFFFFFFF           CCC                ==
==                 NN   NNN            FF           CCCCCCCC              ==
==                 NN    NN            FF           CCCCCCCCC             ==
==                                                                        ==
==    ==========        National Finance Center         ==========       ==
==     ==========     Office of the Chief Financial Officer  ==========   ==
==    ==========   United States Department of Agriculture  =========     ==
==                                                                        ==
==            =========================================================   ==
==                      For Authorized Use Only                           ==
==  ENTER USER ID =          PASSWORD =          NEW PASSWORD?   Y        ==
==                                                              (Y or N)  ==
==     ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU          ==
==                                                                        ==
==                                                                        ==
==                                                                        ==
==                                                                        ==
============================================================================
```

Figure 6: NFC Banner Screen (with New Password? prompt set to Y)

2. Press the **Enter** key. The Change Password screen appears.

```
 ---------------------------------------------------------------------------
|  KLGNPWD1                   Change Password                                |
|                                                                           |
|         Type in your new password twice, and press ENTER.                 |
|                                                                           |
|                  Enter new password.......                                |
|                  Verify new password......                                |
|                                                                           |
|                                                                           |
|  Command ===>                                                             |
|  Enter  F1=Help  F3=Exit  F12=Cancel                                      |
 ---------------------------------------------------------------------------
```

Figure 7: Change Password Screen

3. Enter the new password.

4. Verify the new password. Once you have entered your new password and verified it, the system will display another screen stating that the password was changed. See screen below.

Note: Your password can only be changed once per day. Before your password expires, you will be prompted to enter a new password.

```
TSS7030I Password Changed




Press ENTER to continue
```

Figure 8: Password Changed Verification Screen

Operating Features

This section describes the system's design and operating features.

This section includes the following topics:

System Design

TINQ is menu driven with nine programs for querying and updating leave data. At the menu, type the selected program at the *Please Enter Selection* field. At any screen within the system, you may select a different program by typing the program number at the Screen Opt prompt.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit error message is displayed at the bottom of the screen. All errors must be corrected before the database is updated. See the *Appendix* **(on page 73)** for a list of edit messages.

Function Keys

The program function (PF) keys are used to access TINQ options. How these keys are identified depends on the equipment being used. Other function keys include Enter, Clear, and Tab. For detailed instructions on your equipment usage, see the appropriate manufacturer's operating guide. The functions of applicable PF keys are displayed at the bottom of each screen.

TINQ Menu

After you access TINQ, the TINQ menu is displayed showing 10 programs.

```
TI000          USDA OFFICE OF THE CHIEF FINANCIAL OFFICER       DATE: 03/31/17
DB 63                      NATIONAL FINANCE CENTER               TIME: 10542278
                        TIME INQUIRY - LEAVE UPDATE

TTTTTTTT
   TT
   TT    IIIIII
   TT      II                                  01) ANNUAL & SICK LEAVE
   TT      II      NN      NN                   02) AWOP LEAVE
   TT      II      NNN     NN                   03) SUSPENSION LEAVE
         II      NN N    NN   QQQQQQ          04) MILITARY LEAVE
       IIIIII    NN  N   NN   QQ   QQ         05) COMP LEAVE & COMP-OTH-RT
                 NN    N NN   QQ   QQ         06) HOME SHORE LEAVE
                 NN      NNN  QQ   QQ         07) ANNUAL LEAVE RESTORED
                             QQ   QQ         08) TIME OFF AWARDS
                           QQQQQQ          09) AUDIT TRAIL OF LEAVE UPDATES
                                QQ         10) BPAPRA COMP & DEBT BALANCES
                                 Q
                                               PLEASE ENTER SELECTION:

------------------------------ RESPONSES -----------------------------------
             CLEAR = EXIT                            ENTER = SELECTED SCREEN

                        FOR AUTHORIZED USE ONLY
```

Figure 9: TINQ Menu

Below is a brief description of each program:

01) Annual & Sick Leave. Used to modify, query, or add annual leave, sick leave, frozen sick leave, credit hours, and leave transfer records.

02) AWOP Leave. Used to modify, query, or add nonpay status records.

03) Suspension Leave. Used to modify, query, or add suspension leave records.

04) Military Leave. Used to modify, query, or add military leave records.

05) Comp Leave & Comp-Oth-Rt. Used to modify, query, or add regular, religious, and travel compensatory leave records.

06) Home Shore Leave. Used to modify, query, or add home and shore leave records.

07) Annual Leave Restored. Used to modify, query, or add restored annual leave records.

08) Time Off Awards. Used to modify or query time off records entered through your Agency human resources (HR) processing system.

09) Audit Trail of Leave Updates. Used to list changes made to an employee's leave record.

10) BPAPRA Comp & Debt Balances (Border Patrol Only). Used to modify, query, or add BPAPRA compensatory and obligated overtime debt leave records.

To Modify, Query, or Add Data in the TINQ Database:

At the ***Please Enter Selection*** prompt, enter the applicable program (`01` through `10)` and press **Enter**. The applicable program is displayed.

Note: Hours fields in each TINQ program should be completed in whole and fractional (`.00`, `.25`, `.50`, or `.75`) number format.

This section includes the following topics:

Annual & Sick Leave

This topic has been updated to display the new fields for the Paid Parental Leave balance and descriptions.

Annual & Sick Leave is Program 01 on the TINQ menu. This program is used to add, modify, or query records pertaining to annual leave, sick leave (including leave associated with the Federal Employees Family Friendly Leave Act (FEFFLA)), frozen sick leave, administrative leave, PPL Bal and credit hours. It also facilitates the update of records for employees involved in the Leave Sharing Program. It does not, however, facilitate the transfer of an employee's leave record from one Department to another. A Standard Form (SF) 1150, Record of Leave Data, must be processed in your Agency's HR processing system.

Note: Leave under the FEFFLA is not distinguished from regular sick leave.

To Use the Annual & Sick Leave Program:

1. At the TINQ menu, type **01** at the *Please Enter Selection* prompt.

2. Press the **Enter** button. The Annual & Sick Leave Screen is displayed.

```
TI001  DB: 61              ANNUAL & SICK LEAVE              DATE: xx/xx/xxxx
SSNO:                                               TIME:  16150908
AGENCY:                                         LAST UPDATE BY:
SCREEN OPT:   01                                DONATED LV IND:


ANNUAL-LV-CARRYOVER-BALANCE    +0000.00  SICK-LV-CARRYOVER-BALANCE   +0000.00
ANNUAL-LV-ACCRUALS-YTD         +0000.    SICK-LV-ACCRUALS-YTD        +000.
ANNUAL-LV-USED-YTD             +0000.00  SICK-LV-USED-YTD            +0000.00
ANNUAL-LV-CURRENT-BALANCE      +0000.00  SICK-LV-CURRENT-BALANCE     +0000.00
ANNUAL-LV-FORFEITED            +000.00   SICK-LV-ACCRUAL-REDUCTION   +000.
ANNUAL-LV-PT-CARRYOVER-HOURS   +00.00    SICK-LV-PT-CARRYOVER-HOURS +00.00
ANNUAL-LV-ACCRUAL-REDUCTION    +000.     FROZ-SICK-BAL               +0000.00
ANNUAL-LV-ACCRUED-SES          +000.     AN-SK-CHGD-DATE
ANNUAL-LV-CARRYOVER-PRIOR-YR   +0000.00  LEAVE-EARNING-STATUS-PP
ANNUAL-LV-CATEGORY             0         CREDIT-HRS-CURRENT-BAL      +000.00
ADMINISTRATIVE-LV-USED-YTD     +000.00   USA-FROZ-LEAVE-RATE         +000000.00
USA-FROZ-ANN-LEAVE-BAL         +0000.00  USA-FROZ-SICK-LEAVE-BAL     +0000.00
USA-DATE-LEAVE-FROZEN          00 00 00  INTERIM-LUMP-SUM-CODE
DISABLED-VETERAN-LEAVE-START   00 00 00  DISABLED-VETERAN-LV-BAL     +000.00
PPL-BIRTH-BAL                  +0000.00  PPL-BIRTH-PP 00   PPL-BIRTH-YR 00
PPL-ADOPT-BAL                  +0000.00  PPL-ADOPT-PP 00   PPL-ADOPT-YR 00
PPL-FOST-BAL                   +0000.00  PPL-FOST-PP  00   PPL-FOST-YR  00
------------------------------  RESPONSES  ---------------------------------
   PF1 = MENU           ENTER = INQUIRE/UPDATE          CLEAR = EXIT
```

Figure 10: Annual and Sick Leave Screen

3. To modify, query, or add a record, complete the SSNO field.

Field	Instruction
SSNO	Type the employee's Social Security number.

4. Press the **Enter** button. The Annual & Sick Leave record for the Social Security number entered is displayed.

5. Complete the Agency field.

Field	Description/Instruction

Field	Description/Instruction
Agency	System-generated Agency code. If the employee has a dual appointment and the Agency displayed is not the applicable one, enter the Agency code of the record you want to query or modify.

6. Press the **Enter** button. The data changes to the selected Agency data.

7. Complete the fields as follows:

Field	Description/Instruction
Screen Opt	System-generated program number 01. Complete this field with the next program desired after all changes and/or additions are made.
Last Update By	System-generated field indicating whenever a TINQ record is accessed and updated. The user ID number is system generated for the audit trail NF000 and is displayed when a T&A processes or a payroll/personnel system change occurs.
Donated Lv Ind	System-generated field indicating whether or not the individual is an approved leave recipient.

8. To modify or add a record, complete the applicable fields as follows. All fields below are initially generated based on the processing of T&A payroll and/or personnel data.

Field	Description
Annual-Lv-Carryover-Balance	Number of annual leave hours carried forward from 1 leave year to the next. This balance is also the leave ceiling for those employees who are entitled to carry forward more than the current limitation of 240 hours. Note: If the employee is separated with a 0 annual leave balance, this field cannot be adjusted.
Sick-Lv-Carryover-Balance	Number of sick leave hours carried from 1 leave year to the next. This field contains the ending balance from the previous year.

Field	Description
Annual-Lv-Accruals-YTD	Number of annual leave hours accrued during the current year through the current processing pay period. This field should be an accurate account of leave accrued. Accrual reductions are applied to a different field. Note: If the employee is separated with an annual leave balance of **0**, this field cannot be adjusted.
Sick-Lv-Accruals-YTD	Number of sick leave accruals for the current year through the current processing pay period. This field should be an accurate account of leave accrued. Accrual reductions are applied to a different field.
Annual-Lv-Used-YTD	Number of hours of annual leave used during the current leave year. The annual leave used is updated on the database each pay period by the number of hours shown on the T&A. Note: If the employee is separated with a **0** annual leave balance, this field cannot be adjusted.
Sick-Lv-Used-YTD	Total sick leave hours used during the current leave year. This field is automatically updated each pay period by the number of sick leave hours used on the T&A.
Annual-Lv-Current-Balance	Automatically calculated current balance for annual leave based upon changes made to other fields. This field cannot be manually adjusted. Note: If the employee is separated with a **0** annual leave balance, this field cannot be adjusted.
Sick-Lv-Current-Balance	Automatically calculated current balance for sick leave based upon changes made to other fields. This field cannot be manually adjusted.
Annual-Lv-Forfeited	Automatically updated annual leave at the end of the leave year. The annual leave is forfeited whenever the current annual leave is in excess of the number of hours the employee is entitled to carry forward from one leave year to the next.
Sick-Lv-Accrual-Reduction	Number of sick leave hours lost due to non-pay hours for the current leave year. For each increment of 80 hours of non-pay, one leave accrual is lost. This field is automatically updated if any non-pay hours fields are changed. The Sick-Lv-Accruals-YTD field should not be changed.

Field	Description
Annual-Lv-Pt-Carryover-Hours	Number of unapplied annual leave hours worked for part-time employees' leave accruals. These hours are used with the hours worked in the following pay period to calculate leave accrual for part-time employees. Note: Unapplied hours are forfeited if the employee converts to full-time and has insufficient service credit to earn the minimum of 1 hour.
Sick-Lv-Pt-Carryover-Hours	Number of unapplied sick leave hours worked for part-time employees' leave accruals. These hours are used with the hours worked in the following pay period to calculate leave accrual for part-time employees. Note: Unapplied hours are forfeited if the employee converts to full-time and has insufficient service credit to earn the minimum of 1 hour.
Annual-Lv-Accrual-Reduction	Number of hours representing the leave accruals lost due to nonpay hours for the current leave year. For each 80-hour increment of nonpay, one leave accrual is lost. This field is automatically updated if any nonpay hour fields are changed. The Annual-Lv-Accruals-YTD field should not be changed. Note: When the number of hours of nonpay status during the leave year equals the number of base-pay hours in a pay period, the annual leave and sick leave accruals are reduced by the employee's leave category. This field is automatically reset to **0** the first pay period of the leave year.
Annual-Lv-Accrued-SES	Number of hours of annual leave accrued during the current leave year by an employee in the Senior Executive Service (SES).
Froz-Sick-Bal	Number of sick leave hours an employees had at the time he/she transferred to the Federal Employees Retirement System (FERS). This will be the only sick leave hours used to compute an employee's retirement annuity. If a leave audit is completed and found that at the time the employee transferred to FERS the sick leave was not correct, this field will have to be updated.

Field	Description
An-Sk-Chgd-Date	System-generated date indicating the date the last change made to an employee's annual or sick leave record.
Annual-Lv-Carryover-Prior-Yr	Number of annual leave hours carried over from the prior leave year to the current year. Although this field can be corrected, it is only used for informational purposes.
Leave-Earning-Status-PP	System-generated field indicating eligibility for leave accruals during the first or final pay period for an employee who is part-time or full-time with an uncommon tour of duty. **N** (no) indicates that an employee is not entitled to earn leave. **Y** (yes) indicates that an employee is entitled to earn leave.
Annual-Lv-Category	Number of annual leave hours that the employee is entitled to earn per pay period. Valid values are **0, 4, 6**, and **8**. This field is system generated and is provided for informational purposes. This field cannot be manually adjusted.
Credit-Hrs-Current-Bal	Balance of credit hours earned by the employee. Credit hours are a result of a flexible schedule which allows an alternate work schedule employee to work additional hours above the normal tour of duty. These hours are used as leave hours. Note: The maximum number of hours for this field is **24**.
Administrative-Lv-Used-YTD	Summary of YTD accumulations of administrative leave types. Administrative leave is any authorized absence from duty without loss of pay or charge to annual, sick, credit, or compensatory leave. Some types of leave in this category are holiday, voting, and hazardous weather dismissal. Note: This field is automatically reset to **0** the first pay period of the leave year.
USA-Froz-Leave-Rate	(*For Offices of U.S. Attorneys only*) System-generated base contract salary of the Assistant U.S. Attorney at the time the leave is frozen before conversion to a Presidentially-appointed U.S. Attorney.
USA-Froz-Ann-Leave-Bal	(*For Offices of U.S. Attorneys only*) Number of annual leave hours that are frozen when an Assistant U.S. Attorney is converted to a Presidentially-appointed U.S. Attorney.

Field	Description
USA-Froz-Sick-Leave-Bal	*(For Offices of U.S. Attorneys only)* Number of sick leave hours that are frozen when an Assistant U.S. Attorney is converted to a Presidentially-appointed U.S. Attorney.
USA-Date-Leave-Frozen	(*For Offices of U.S. Attorneys only*) System-generated date annual and sick leave hours were frozen due to an Assistant U.S. Attorney being converted to a Presidentially-appointed U.S. Attorney.
Interim-Lump-Sum-Code	Indication if a lump sum payment for leave was made when the employee converted from full-time to intermittent. Type **Y** (yes) if an intermittent employee receives an interim lump sum payment before the separation is processed. Type **N** (no) if an intermittent employee does not receive an interim lump sum payment before the separation is processed.
Disabled-Veteran-Leave-Start	Start date of the Accession action. The earliest start date to be applied will be November 5, 2016, according to the Wounded Warriors Federal Leave Act of 2015.
Disabled-Veteran-Lv-Bal	Number of Disabled Veteran leave hours. A balance can only be added to Disabled Veteran Leave if *Veteran-Pref-Rif* code is **1** and *Disabled-Vet-Leave-Start-Date* is greater than or equal to November 5, 2016.
PPL-Birth-Bal	Total PPL hours used for biological birth of a child during the leave year. This field is automatically updated each pay period by the number of PPL hours used.
PPL-Birth-PP	The pay period is automatically generated after the employee requests the PPL. The earliest start date to be applied is October 1, 2020.
PPL-Birth-Yr	The year is automatically generated after the employee requests the PPL. The earliest start date to be applied is October 1, 2020.
PPL-Adopt-Bal	Total PPL hours used for adoption of a child during the leave year. This field is automatically updated each pay period by the number of PPL hours used.

Field	Description
PPL-Adopt-PP	The pay period is automatically generated after the employee requests the PPL. The earliest start date to be applied is October 1, 2020.
PPL-Adopt-Yr	The year is automatically generated after the employee requests the PPL. The earliest start date to be applied is October 1, 2020.
PPL-Foster-Bal	Total PPL hours used for fostering a child during the leave year. This field is automatically updated each pay period by the number of PPL hours used.
PPL-Foster-PP	The pay period is automatically generated after the employee requests the PPL. The earliest start date to be applied is October 1, 2020.
PPL-Foster-Yr	The year is automatically generated after the employee requests the PPL. The earliest start date to be applied is October 1, 2020.

9. After typing the data, press the **Enter** button. The Ann-Sick-Lv Record is updated. The Last Update By field displays the identification number of the last person to update the leave data.

10. To access another record, enter the Social Security number directly over the one displayed.

11. Press the **Enter** button.

12. To access another program, enter the program number in the Screen Opt field.

13. Press the **Enter** button.

Leave Sharing Program

The Voluntary Leave Transfer Program and Voluntary Leave Bank Program permit Federal employees to donate annual and restored annual leave to be used by other Federal employees. The annual leave is used for medical or family medical emergencies, including maternity situations.

Note: This procedure does not include instructions for the Voluntary Leave Bank Program. Follow Agency and Office of Personnel Management (OPM) instructions for recording leave under this program.

Certified documentation should be obtained before entering donor/recipient data in the Payroll/Personnel System.

For more information see:

Processing for a Leave Recipient

To Process Leave for a Leave Recipient:

1. In the first pay period after the beginning of the medical emergency, code the employee as a leave recipient in the Payroll/Personnel database by entering the applicable document in your Agency's payroll system.

2. Add the donated hours (up to `9999`) to the Annual-Lv-Accruals-YTD field in TINQ Program 01. Up to `9999` hours of leave can be entered in the Annual-Lv-Accruals-YTD field. However, if more than the maximum number of hours allowed in 1 year is entered and the employee is not an approved leave recipient, an error message will display.

3. Type the total amount donated in the Annual Brought Forward field on the T&A in the first pay period the recipient begins to use the donated leave. In each pay period donated leave is used, subtract the amount used for the amount available.

4. Type `0` in the Annual and Sick Leave Accrual fields on the T&A for each pay period until the emergency ends.

Note: Do not process a personnel action to change the annual leave category recorded in the database. The system automatically generates this data.

---

5. Keep separate from the T&A an account of the annual and sick leave accruals and balances each pay period. Place the hours of annual and sick leave in a separate account to be used after the medical emergency has ended or after all donated leave is exhausted, whichever comes first.

Processing for a Leave Recipient with Advanced Annual Leave

To Process Leave for a Recipient with Advanced Annual Leave:

1. Follow the same instructions as listed under ***Processing for a Leave Recipient*** (on page 22). Take caution when making adjustments to the recipient's annual leave balance.

2. If the recipient has donated annual leave that is to be **used** instead of offsetting the negative annual leave balance, change the Annual-Lv-Carryover-Balance and Annual-Lv-Used-YTD fields to **0** and add the donated hours to the Annual-Lv-Accruals-YTD field.

3. Once all donated hours have been used, change the Annual-Lv-Carryover-Balance and Annual-Lv-Used-YTD fields to the hours shown prior to the change.

4. If the recipient has donated leave to **offset** the negative annual leave balances, add the donated hours to the Annual-Lv-Accruals-YTD field.

5. If the donated leave amount carries over to the subsequent pay period(s), take no action in TINQ.

6. Make a screen print of the Annual & Sick Leave data before making any changes.

To Process Leave (at the End of the Emergency Period) for a Recipient with Advanced Annual Leave:

1. Type **N** (no) in the Approved Leave Recipient field in your Agency's payroll system indicating that the employee is no longer eligible for donated leave.

2. Prorate according to the number of donors any unused donated leave remaining in the recipient's account so that this leave can be recredited to the donor's account.

3. Add the unused accrued hours field in a separate account to the Annual-Lv-Accruals-YTD field.

4. Record the unused accrued hours in the Annl/Sick Brought Fwd field on the T&A.

5. Type the employee's appropriate accrual rate(s) in the Annual and Sick Leave Accrual fields so that the employee will again accrue leave.

Processing for a Leave Donor

To Process Leave for a Leave Donor:

1. In the first pay period the leave is donated, enter the number of hours donated in the Annual-Lv-Used-YTD field in TINQ Program 01. The Annual-Lv-Current-Balance field decreases.

2. Reduce the same number of hours in the carryover balance on the T&A so that the T&A and database agree.

To Process Leave (at the End of the Emergency Period) for a Leave Donor:

At the end of the emergency period:

1. Recredit any unused donated leave.

2. Add this amount to the Annl Brought Forward field on the T&A.

3. Reduce the same amount in the Annual-Lv-Used-YTD field in TINQ Program 01 so that the T&A and database agree.

Comp Leave & Comp-Oth-Rt

Comp Leave & Comp-Oth-Rt is Program 05 on the TINQ menu.This program is used to query compensatory leave data and/or to manually enter and/or update up to 3 years of compensatory leave rates and hours, including compensatory time off for religious observance and travel compensatory time.

A compensatory leave master record is automatically established in TINQ Program 05, the first pay period in which a T&A reflecting compensatory time earned is applied. TINQ Program 05 is used to enter the rate record(s) when compensatory time was inadvertently omitted from the T&A or the rate at which it was earned needs to be corrected. (For examples of processing compensatory leave adjustments, see **Compensatory Leave Adjustments (on page 29).**)

The compensatory record is automatically updated whenever a T&A reflecting compensatory time earned or used is applied. Adjustments to compensatory leave rates and hours (rate record) are entered in the Rate Record section.

Note: Send in corrected T&As for prior pay periods within the database range of 26 pay periods. Use TINQ for pay periods outside the database range of 26 pay periods.

To Use the Comp Leave & Comp-Oth-Rt:

1. To select this program, at the TINQ menu, enter **05** at the *Please Enter Selection* prompt.

2. Press **Enter**. The Comp Leave & Comp-Oth-Rt is displayed.

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT              DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP                TIME: 10021031
AGENCY:                * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
 SCREEN OPT: 05                                          LAST-UPDATE BY:
                                     TRAVEL-COMP-BAL
 ERROR-CODE        0              PRIOR-YR-BAL                    +0005.00
 FORFEITED        +0011.00        PRIOR-YR-BAL2                   +0000.00
 * EARNED-YTD     +0000.00        LEAVE-USED-RELIG-OBSER-YTD       +000.00
 * USED-YTD       +0000.00        COMP-LV-BAL-REL-OBSER           +0000.00
  REG-CUR-COMP-BAL +0000.00       COMP-LV-CHANGED-DATE
                           RATE RECORDS

 YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND     YR PP  RATE   HOURS IND
 94 04 10.00 +005.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
-------------------------- RESPONSES ---------------------------------------
   CLEAR = EXIT           ENTER = INQUIRE/UPDATE           PF1 = MENU
   PF7 = BACKWARD      PF5 = REFRESH/ENTER NEW SSNO        PF8 = FORWARD
```

Figure 11: Comp Leave & Comp-Oth-Rt Screen

3. To query,modify, or add a record, complete the SSNO field as follows:

Field	Instruction
SSNO	Type the employee's Social Security number

4. Press **Enter**. The Comp Leave & Comp-Oth-Rt screen records for the Social Security number entered are displayed.

5. Complete the Agency field.

Field	Description/Instruction
Agency	System-generated Agency code. If the employee has a dual appointment and the Agency displayed is not the applicable one, enter the Agency code of the record you want to query or modify.

6. Press **Enter**. The data changes to the selected Agency data.

7. Review the information in the Page field.

Field	Description
Page	System-generated field requiring no action.

8. Complete the remaining fields as follows:

Field	Description/Instruction

Field	Description/Instruction
Screen Opt	System-generated program number **05**. Complete this field with the next program desired after all changes and/or additions are made.
Last Update By	System-generated field indicating the identification number of the source of the TINQ update. The user ID is displayed when a user changes a compensatory record in TINQ. This is system generated for the audit trail. **NF000** is displayed when a T&A processes or a payroll/personnel system change occurs. Note: The Comp Leave & Comp Oth Rt screen inquiry fields are described below. The data displayed in these fields is system generated from processing T&As and/or adjusting the Rate Records of this program.
Error Code	Indication when the compensatory leave on a T&A is different from the leave on the database. Valid values are: **0** No error **1** Balance error **2** Crossfoot error **3** Balance and crossfoot error
Forfeited	Number of regular compensatory leave hours that have been forfeited during the current year and up to 2 years prior. This field also contains expired travel compensatory leave. (For examples of adjusting this field, see **Compensatory Leave Adjustments** (on page 29) *Example 1* and *Example 2*.)
Earned-YTD	(For Non-Title V Agencies only) Number of regular compensatory leave hours earned during the current year. (For examples of adjusting this field see **Compensatory Leave Adjustments** (on page 29), *Example 3* and *Example 4.*)
Used-YTD	(For Non-Title V Agencies only) Number of regular compensatory leave hours during the current year. This field does not include compensatory time used for religious observance. (For examples of adjusting this field, see **Compensatory Leave Adjustments (on page 29).**)
Reg-Cur-Comp-Bal	(For Non-Title V Agencies only) Balance of regular compensatory leave earned year to date (YTD) less the leave used YTD for the current year. (For Title V Agencies) Balance of regular compensatory leave for the prior 26 pay periods..
Travel-Comp-Bal	Compensatory balance for the hours the employee earned while in travel status for the prior 26 pay periods.
Prior-Yr-Bal	(For Title V Agencies only) Field always set to **0**. (For Non-Title V Agencies) Balance of regular compensatory leave for the prior year.

Field	Description/Instruction
Prior-Year-Bal2	Expired compensatory leave balance and the expired grandfathered compensatory leave balance.
Leave-Used-Rel-Obser-YTD	Number of compensatory leave hours used for religious observance in the current year. (For examples of adjusting this field, see **Compensatory Leave Adjustments** (on page 29), *Example 7* and *Example 8.*)
Comp-Lv-Bal-Rel-Obser	Balance of compensatory leave hours earned for religious observance in the current year. (For examples of adjusting this field, see **Compensatory Leave Adjustments** (on page 29), *Example 9* and *Example 10.*)
Comp-Lv-Changed-Date	System-generated date of when the compensatory leave record was updated.The above fields are updated when changes or adjustments are made in the Rate Records section.
Yr	Last two digits of the year.

1. To enter or adjust a rate record, complete the fields as follows:

Field	Description/Instruction
Yr	Last two digits of the year for the entry of adjustments. The year must be the current year or up to 2 years prior. Type the current year in this field to add/change the data in the Earned-YTD, Used-YTD, Reg-Cur-Comp-Bal, and/or Travel-Comp-Bal fields. Type the first or second year (as applicable) to add/change data in the Prior-Yr-Bal2 field. Note: Once a rate record has been established, the Yr field cannot be changed. If the year is erroneously entered, zero out the hours and reenter the entire record.
PP	Pay Period in which the compensatory time was earned.
Rate	Premium rate (with a decimal point to separate dollars and cents) at which the compensatory time was earned. Note: With the exception of Pay Period 01, only two rate records per pay period can be earned.
Hours	Number of compensatory leave hours earned, used, or forfeited for the pay period including a decimal point for fractions of an hour. Note: With the exception of Pay Period 01, the maximum number of hours that can be entered per pay period is **256**.

Field	Description/Instruction
Ind	Codes to indicate an adjustment: **U** To increase and/or decrease the Used YTD field. **U** must only be used for current year for non-Title V Agencies only. **F** To increase and/or decrease the Forfeited field **R** To change the religious observance fields. Use **R** for current year only. Type the year, pay period, rate, hours, and **R** in this field. You are prompted for an additional indicator with the message, *Enter "E" for Religious Earned, "T" for Religious Used.* **E** Type an **E** to adjust hours to the Comp-Lv-Bal-Observ field. **T** Type **T** to update hours in the Leave-Used-Rel-Observ field. Note: When making an entry in the Ind field, you must enter a new compensatory rate record. No entry in the Rate record indicates travel compensatory time.

1. To correct the Forfeited field, type the correct year (up to 2 years prior or current) in the Yr field.

2. Continue typing the appropriate data in the PP, Rate, and Hours fields.

3. Type **F** in the Ind field.

4. After entering the data, press **Enter**. The Last Update By field displays the identification number of the last person to update the leave data.

   - All rate records with **0** hours are purged each time PAYE runs.

   - The total hours shown in the Rate Records section must equal the applicable balance field. If the hours are not equal to the applicable balance field, an edit message will appear.

5. To access another record, press **PF5**, complete the SSNO field.

6. Press **Enter**.

7. To scroll backward, press **PF7**.

8. To scroll forward, press **PF8**.

9. To access another program, enter the program number in the Screen Opt field.

10. Press **Enter**.

Compensatory Leave Adjustments

To Make Adjustments in TINQ:

1. Prepare or obtain an up-to-date certified AD-717, Audit for Leave Year 20XX. (Do not include the current processing period.)

2. Query the record in TINQ.

3. Print a copy of the TINQ screen.

4. Make correction/adjustment.

5. Verify the correction/adjustment on the same screen.

Note: For each example, the premium rate at which the compensatory time was earned is **$10.00** and the current year is 2009.

For more information see:

Increasing Compensatory Leave Forfeited (Example 1)

In Pay Period 01 of 2009, the employee forfeited a total of 16 hours of compensatory leave. Only 11 hours are shown as forfeited in TINQ Program 05. The forfeited hours must be increased by 5 hours.

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT              DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP               TIME: 10021031
AGENCY:               * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
 SCREEN OPT: 05                                          LAST-UPDATE BY:
                                 >TRAVEL-COMP-BAL<           +0000.00
 ERROR-CODE           0           PRIOR-YR-BAL              +0000.00
 FORFEITED        +0011.00        PRIOR-YR-BAL2             +0005.00
 * EARNED-YTD     +0000.00        LEAVE-USED-RELIG-OBSER-YTD   +000.00
 * USED-YTD       +0000.00        COMP-LV-BAL-REL-OBSER     +0000.00
>REG-CUR-COMP-BAL<  +0000.00      COMP-LV-CHANGED-DATE
                           RATE RECORDS

 YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND
 09 01 10.00 +005.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 -------------------------- RESPONSES --------------------------------------
   CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
   PF7 = BACKWARD     PF5 = REFRESH/ENTER NEW SSNO       PF8 = FORWARD
```

Figure 12: Comp Leave & Comp-Oth-Rt Screen (Before Increasing Compensatory Leave Forfeited)

To Increase the Compensatory Time Forfeited:

1. Complete the fields as follows:

Field	Instruction
Yr	Type **09**
PP	Type **01**
Rate	Type **10.00**
Hours	Type **5**
Ind	Type **F**

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT              DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP                TIME: 10021031
AGENCY:                  * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05                                        LAST-UPDATE BY:
                                    >TRAVEL-COMP-BAL<              +0000.00
ERROR-CODE           0              PRIOR-YR-BAL                  +0000.00
FORFEITED            +0011.00       PRIOR-YR-BAL2                 +0005.00
* EARNED-YTD         +0000.00       LEAVE-USED-RELIG-OBSER-YTD     +000.00
* USED-YTD           +0000.00       COMP-LV-BAL-REL-OBSER         +0000.00
>REG-CUR-COMP-BAL<   +0000.00       COMP-LV-CHANGED-DATE
                             RATE RECORDS

 YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND
 09 01 10.00 +005.00        09 01 10.00 +005.00 F      00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
--------------------------- RESPONSES -------------------------------------
   CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
   PF7 = BACKWARD    PF5 = REFRESH/ENTER NEW SSNO        PF8 = FORWARD
```

Figure 13: Comp Leave & Comp-Oth-Rt Screen (After Entering the Increase in Compensatory Leave Forfeited)

2. Press **Enter**. The Forfeited field displays **16** hours.

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT              DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP                TIME: 10021031
AGENCY:                  * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05                                        LAST-UPDATE BY:
                                    >TRAVEL-COMP-BAL<              +0000.00
ERROR-CODE           0              PRIOR-YR-BAL                  +0000.00
FORFEITED            +0016.00       PRIOR-YR-BAL2                 +0000.00
* EARNED-YTD         +0000.00       LEAVE-USED-RELIG-OBSER-YTD     +000.00
* USED-YTD           +0000.00       COMP-LV-BAL-REL-OBSER         +0000.00
>REG-CUR-COMP-BAL<   +0000.00       COMP-LV-CHANGED-DATE
                             RATE RECORDS

 YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND
 09 01 10.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
--------------------------- RESPONSES -------------------------------------
   CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
   PF7 = BACKWARD    PF5 = REFRESH/ENTER NEW SSNO        PF8 = FORWARD
```

Figure 14: Comp Leave & Comp-Oth-Rt Screen (After Entering the Increase in Compensatory Leave Forfeited)

Reducing Compensatory Leave Forfeited (Example 2)

In Pay Period 01 of 2009, the employee forfeited a total of 11 hours of compensatory leave. There are 16 hours shown as forfeited in TINQ Program 05. The forfeited hours must be reduced by 5 hours.

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT              DATE: XX/XX/XX
SSN:                        ZERO RATE = TRAVEL COMP              TIME: 10021031
AGENCY:                 * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
 SCREEN OPT: 05                                        LAST-UPDATE BY:
                                    >TRAVEL-COMP-BAL<            +0000.00
 ERROR-CODE            0             PRIOR-YR-BAL               +0000.00
 FORFEITED          +0016.00         PRIOR-YR-BAL2              +0000.00
 * EARNED-YTD       +0000.00         LEAVE-USED-RELIG-OBSER-YTD  +000.00
 * USED-YTD         +0000.00         COMP-LV-BAL-REL-OBSER      +0000.00
>REG-CUR-COMP-BAL<  +0000.00         COMP-LV-CHANGED-DATE
                              RATE RECORDS

 YR PP  RATE  HOURS IND      YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND
 09 01 10.00 +000.00         00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00         00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00         00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00         00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00         00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00         00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00         00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00         00 00 00.00 +000.00        00 00 00.00 +000.00
 ---------------------------- RESPONSES -------------------------------------
   CLEAR = EXIT          ENTER = INQUIRE/UPDATE          PF1 = MENU
   PF7 = BACKWARD      PF5 = REFRESH/ENTER NEW SSNO      PF8 = FORWARD
```

Figure 15: Comp Leave & Comp-Oth-Rt Screen (Before Reducing Compensatory Leave Forfeited)

To Reduce the Compensatory Hours Forfeited:

1. Complete the fields as follows:

Field	Instruction
Yr	Type **09**
PP	Type **01**
Rate	Type **10.00**
Hours	Change the **+** (plus sign) to **-** (minus sign) and type **5**
Ind	Type **F**

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT            DATE: XX/XX/XX
SSN:                        ZERO RATE = TRAVEL COMP             TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05                                      LAST-UPDATE BY:
                                    >TRAVEL-COMP-BAL<            +0000.00
ERROR-CODE          0            PRIOR-YR-BAL                   +0000.00
FORFEITED          +0016.00      PRIOR-YR-BAL2                  +0000.00
* EARNED-YTD       +0000.00      LEAVE-USED-RELIG-OBSER-YTD      +000.00
* USED-YTD         +0000.00      COMP-LV-BAL-REL-OBSER          +0000.00
>REG-CUR-COMP-BAL< +0000.00      COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND
09 01 10.00 +000.00       09 01 10.00 -005.00 F     00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
-------------------------------- RESPONSES  --------------------------------
   CLEAR = EXIT            ENTER = INQUIRE/UPDATE         PF1 = MENU
   PF7 = BACKWARD        PF5 = REFRESH/ENTER NEW SSNO     PF8 = FORWARD
```

Figure 16: Comp Leave & Comp-Oth-Rt Screen (After Entering the Reduction in Compensatory Leave Forfeited)

2. Press **Enter**. The Forfeited field displays **11** hours and the Prior-Yr-Bal2 field displays **5** hours.

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT            DATE: XX/XX/XX
SSN:                        ZERO RATE = TRAVEL COMP             TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05                                      LAST-UPDATE BY:
                                    >TRAVEL-COMP-BAL<            +0000.00
ERROR-CODE          0            PRIOR-YR-BAL                   +0000.00
FORFEITED          +0011.00      PRIOR-YR-BAL2                  +0005.00
* EARNED-YTD       +0000.00      LEAVE-USED-RELIG-OBSER-YTD      +000.00
* USED-YTD         +0000.00      COMP-LV-BAL-REL-OBSER          +0000.00
>REG-CUR-COMP-BAL< +0000.00      COMP-LV-CHANGED-DATE
                                RATE RECORDS

YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND
09 01 10.00 +005.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
-------------------------------- RESPONSES  --------------------------------
   CLEAR = EXIT            ENTER = INQUIRE/UPDATE         PF1 = MENU
   PF7 = BACKWARD        PF5 = REFRESH/ENTER NEW SSNO     PF8 = FORWARD
```

Figure 17: Comp Leave & Comp-Oth-Rt Screen (After Entering the Reduction in Compensatory Leave Forfeited)

Increasing Compensatory Leave Balance (Example 3)

The employee had 16 hours of compensatory leave showing on the database. The balance should be 40 hours. The Reg-Cur-Comp-Bal balance must be increased by 24 hours.

To Increase Compensatory Time Balance:

1. Tab to the record containing the year and pay period to be corrected.

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT              DATE: XX/XX/XX
SSN:                        ZERO RATE = TRAVEL COMP              TIME: 10021031
AGENCY:                  * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
  SCREEN OPT: 05                                            LAST-UPDATE BY:
                                       >TRAVEL-COMP-BAL<              +0000.00
  ERROR-CODE          0               PRIOR-YR-BAL                   +0000.00
  FORFEITED          +0000.00         PRIOR-YR-BAL2                  +0000.00
  * EARNED-YTD       +0000.00         LEAVE-USED-RELIG-OBSER-YTD      +000.00
  * USED-YTD         +0000.00         COMP-LV-BAL-REL-OBSER          +0000.00
 >REG-CUR-COMP-BAL<  +0016.00         COMP-LV-CHANGED-DATE
                             RATE RECORDS

  YR PP  RATE  HOURS IND      YR PP  RATE  HOURS IND      YR PP  RATE  HOURS IND
  09 01 10.00 +016.00         00 00 00.00 +000.00         00 00 00.00 +000.00
  00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
  00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
  00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
  00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
  00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
  00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
  00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
  ------------------------------  RESPONSES  ---------------------|------------------
      CLEAR = EXIT            ENTER = INQUIRE/UPDATE          PF1 = MENU
    PF7 = BACKWARD        PF5 = REFRESH/ENTER NEW SSNO       PF8 = FORWARD
```

Figure 18: Comp Leave & Comp-Oth-Rt Screen (Before Increasing Compensatory Leave Balance)

2. Tab past the YR, PP, and Rate fields.

3. Type **40** in the hours field.

4. Leave the Ind field blank.

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT              DATE: XX/XX/XX
SSN:                        ZERO RATE = TRAVEL COMP              TIME: 10021031
AGENCY:                  * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
  SCREEN OPT: 05                                            LAST-UPDATE BY:
                                       >TRAVEL-COMP-BAL<              +0000.00
  ERROR-CODE          0               PRIOR-YR-BAL                   +0000.00
  FORFEITED          +0000.00         PRIOR-YR-BAL2                  +0000.00
  * EARNED-YTD       +0000.00         LEAVE-USED-RELIG-OBSER-YTD      +000.00
  * USED-YTD         +0000.00         COMP-LV-BAL-REL-OBSER          +0000.00
 >REG-CUR-COMP-BAL<  +0016.00         COMP-LV-CHANGED-DATE
                             RATE RECORDS

  YR PP  RATE  HOURS IND      YR PP  RATE  HOURS IND      YR PP  RATE  HOURS IND
  09 01 10.00 +040.00         00 00 00.00 +000.00         00 00 00.00 +000.00
  00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
  00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
  00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
  00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
  00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
  00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
  00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
  ------------------------------  RESPONSES  ---------------------------------------
      CLEAR = EXIT            ENTER = INQUIRE/UPDATE          PF1 = MENU
    PF7 = BACKWARD        PF5 = REFRESH/ENTER NEW SSNO       PF8 = FORWARD
```

Figure 19:   Comp Leave & Comp-Oth-Rt Screen (After Entering the Increase in Compensatory Leave Balance)

5. Press **Enter**. The Reg-Cur-Comp-Bal displays **40** hours.

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT           DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP             TIME: 10021031
AGENCY:               * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05                                         LAST-UPDATE BY:
                                >TRAVEL-COMP-BAL<              +0000.00
ERROR-CODE           0          PRIOR-YR-BAL                  +0000.00
FORFEITED            +0000.00   PRIOR-YR-BAL2                 +0000.00
* EARNED-YTD         +0000.00   LEAVE-USED-RELIG-OBSER-YTD     +000.00
* USED-YTD           +0000.00   COMP-LV-BAL-REL-OBSER         +0000.00
>REG-CUR-COMP-BAL<   +0040.00   COMP-LV-CHANGED-DATE
                              RATE RECORDS

YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND    YR PP   RATE   HOURS IND
09 01 10.00 +040.00        00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00       00 00 00.00 +000.00
-------------------------- RESPONSES --------------------------------------
   CLEAR = EXIT          ENTER = INQUIRE/UPDATE         PF1 = MENU
   PF7 = BACKWARD     PF5 = REFRESH/ENTER NEW SSNO      PF8 = FORWARD
```

Figure 20: Comp Leave & Comp-Oth-Rt Screen (After Entering the increase in Compensatory Leave Balance)

AWOP Leave

AWOP Leave is Program 02 on the TINQ menu. This program is used to query, modify, or add nonpay status records, including LWOP (leave without pay) and AWOL (absence without leave).

An employee's AWOP counters must be adjusted in TINQ when a return to duty action is processed; the system does not automatically reset AWOP counters.

To Use the AWOP Leave Program:

1. At the TINQ menu, type **02** at the *Please Enter Selection* prompt.

2. Press **Enter**. The AWOP Leave screen is displayed.

```
TI002                        AWOP LEAVE                   DATE: XX/XX/XX
DB: 85                                                    TIME: 15333551
SSNO:
AGENCY:                                          LAST UPDATE BY:
SCREEN OPT: 02

   AWOP-EXCESS-30-DAYS-CNTR   +0000      LWOP-RETIREMENT-RIF         +0000.00
   AWOP-CONSECUTIVE-DAY-CNTR  +00        LWOP-SINCE-LAST-WGI         +0000.00
   AWOP-TOWARD-LEAVE-CREDITS  +000.00    LWOP-DURING-PROBATION       +0000.00
   AWOP-FEHB-TERMINATION      000        LWOP-DURING-PROB-SUPV-MGR   +0000.00
   AWOP-FEHB-FLAG             0          AWOL-RETIREMENT-RIF         +0000.00
   AWOP-BEGIN-DATE            00 00 00   AWOL-SINCE-LAST-WGI         +0000.00
   PAY-STATUS-AFTER-AWOP      000        AWOL-DURING-PROBATION       +0000.00
   CAL-YR-SPLIT-TYPE-LV                  AWOL-DURING-PROB-SUPV-MGR   +0000.00
   INJURY-LEAVE-OFEC          +0000.00   SUSP-AWOL-LWOP-CAL-YR-SPLIT +000.00
   AWOP-FEHB-TERMINATION-MIL    000    AWOP-FEHB-FLAG-MIL          0
    AWOP-FEHB-BEGIN-DATE-MIL    00 00 00   AWOP-FEGLI-TERMINATION     000
 AWOP-FEGLI-FLAG               0           PAY-STATUS-AFT-AWOP-FEGLI  000
 ------------------------------- RESPONSES -----------------------------------
    PF1 = MENU                                           CLEAR = EXIT
                         ENTER = INQUIRE/UPDATE
```

Figure 21: AWOP Leave Screen

3. To query, modify, or add a record, complete the SSNO field as follows:

Field	Instruction
SSNO	Type the employee's Social Security number.

4. Press **Enter**. The AWOP Leave record for the Social Security number entered is displayed.

5. Complete the Agency field.

Field	Description/Instruction
Agency	System-generated Agency code. If the employee has a dual appointment and the Agency displayed is not the applicable one, enter the Agency code of the record you want to query or modify.

6. Press **Enter**. The data changes to the selected Agency data.

7. Complete the fields as follows.

Field	Description/Instruction
Screen Opt	System-generated program number **02**. Complete this field with the next program desired after all changes and/or additions are made.
Last Update By	System-generated field whenever a TINQ record is accessed and updated. The user ID number is system generated for the audit trail.

Field	Description/Instruction
AWOP-Excess-30-Days-Cntr	Number of all nonpay days after the initial 30 days of nonpay occurring since the employee's career conditional appointment.
LWOP-Retirement-RIF	Summary of approved leave-without-pay hours occurring during the current calendar year. These hours are used in the adjustment of the service computation dates for leave, retirement, and reduction in force. Note: This field is automatically reset to **0** at the end of the calendar year.
AWOP-Consecutive-Day-Cntr	Number of consecutive calendar days of nonpay since the employee's career conditional appointment.
LWOP-Since-Last-WGI	Summary of approved leave-without-pay hours occurring since the employee's last within-grade increase.These hours are used to extend the employee's waiting period for the next within-grade increase. Note: This field is reset to **0** when the within-grade increase is granted.
AWOP-Toward-Leave-Credits	Total number of hours that occurs during the leave year and will be used for accrual reductions. Whenever the absence equals the number of base hours in a pay period (**80**), the employee's accruals for annual and sick leave are reduced. The counter is then reduced by the number of base hours. Any hours remaining at the end of the leave year that are less than the number of base hours are dropped.
LWOP-During-Probation	Summary of approved leave-without-pay hours during the employee's probationary period. These hours are used for the extent of the employee's probationary period. Note: This field is reset to **0** at the end of the probationary period.
AWOP-FEHB-Termination	Tracked nonpay days used for the termination of the employee's Federal Employees Health Benefits (FEHB). When the counter reaches **365** days, the employee's health benefits coverage is terminated. Generally, nonpay days should be consecutive, except when the employee returns to duty and goes on nonpay status within 4 months. In this case, the number of days in the current nonpay period is combined with the nonpay from the prior period. This field is system generated. This field will reset after health benefits are terminated or the Pay-Status-After-AWOP field reaches **120** days.

Field	Description/Instruction
LWOP-During-Prob-Supv-Mgr	Total number of approved leave-without-pay hours occurring during probation for an employee in a supervisory or managerial position.
AWOP-FEHB-Flag	Code used to control the updating of the number of nonpay days toward the termination of health benefits and the number of days in pay status following a period of nonpay. Valid values are: **0** Not applicable **1** Update AWOP counters **2** Update pay status counters Note: This field is reset to **0** only after the Pay-Status-After-AWOP field reaches **120**.
AWOL-Retirement-RIF	Summary of unapproved absence-without-pay hours during the calendar year. These hours are used to adjust the service computation dates for leave, retirement, and reduction in force. Note: This field is reset to **0** at the end of the calendar year.
AWOP-Begin-Date	Date the period of nonpay begins.
AWOL-Since-Last-WGI	Total number of unapproved absence-without-pay hours occurring since the employee's last within-grade increase. Note: This field is reset to **0** when the within-grade increase is granted.
Pay-Status-After-AWOP	Number of days in pay status following a period of nonpay. It is updated by **14** days each pay period when AWOP-FEHB-Flag is **2**. Note: This field is automatically reset when the health benefits are canceled or the counter reaches **120** days.
AWOL-During Probation	Total number of unapproved absence-without-pay hours occurring during the employee's probationary period. These hours are used to extend the employee's probationary period. Note: This field is reset to **0** at the end of the probationary period.

Field	Description/Instruction
Cal-Yr-Split-Type-Lv	The type of absence without pay used in the pay period involving a calendar year split. Only one type of absence without pay can be used in this field. Enter the type of nonpay leave used for the pay period involving a calendar year split. Valid values are: **A** AWOL **L** LWOP **S** Suspension
AWOL-During-Prob-Supv-Mgr	Summary of unapproved absence-without-pay hours occurring during the supervisory probationary period. These hours will be used for the extent of the probationary period. Note: This field is reset to **0** at the end of the probationary period.
Injury-Leave-OFEC	Number of hours of injury leave an employee has used in the current leave year.
Susp-AWOL-LWOP-Cal-Yr-Split	Summary of absence-without-pay hours used in the pay period involving a split calendar year which are applicable to the new calendar year. These hours are used to compute the service computation date at the last pay period, then zeros out by the system and stored on IRIS Program IR140 in the AWOL-Prev-Cal-Yr-Split field. These hours will be used in certain computations at the end of the new calendar year.
AWOP-FEHB-Termination-Mil	Tracked nonpay days due to active military duty used for the termination of the employee's FEHB. When the counter reaches **730** days, the employee's FEHB coverage is terminated. Generally, nonpay days should be consecutive, except when the employee returns to duty and goes on nonpay within 4 months. In this case, the number of days in the current nonpay period is combined with the nonpay from the prior period. This field is system generated. This field will reset after FEHB coverage is terminated or the Pay-Status-After-AWOP field reaches **120** days.
AWOP-FEHB-Flag-Mil	Code used to control the updating of the number of nonpay military leave days toward the termination of health benefits and the number of days in pay status following a period of nonpay. Valid values are: **0** Not applicable **1** Update AWOP counters
AWOP-FEGLI-Begin-Date	Date the period of nonpay begins.
AWOP-FEGLI-Termination	Tracked nonpay days used for the termination of an employee's life insurance coverage. When the counter reaches **365** days, the employee's life insurance coverage is terminated. Generally nonpay days should be consecutive, except when the employee returns to duty and goes on

Field	Description/Instruction
	nonpay within 4 months. In this case, the number of days in the current nonpay period is combined with the nonpay from the prior period. This field is system generated. This field will reset after life insurance benefits are terminated or the Pay-Status-Aft-AWOL-FEGLI field reaches **120** days.
AWOP-FEGLI-Flag	Code used to control updating the number of nonpay days toward the termination of life insurance coverage and the number of days in pay status following a period of nonpay. Valid values are: **0** Not applicable **1** Update AWOP counters **2** Update pay status counters
Pay-Status-Aft-AWOP-FEGLI	Number of days in pay status following a period of nonpay. It is updated by **14** days each pay period when AWOP-FEGLI-Flag is **2**.

1. After entering the data, press **Enter**. The AWOP Record is updated. The Last Update By field displays the identification number of the last person to update the leave record.

2. To access another record, enter the Social Security number directly over the one displayed.

3. Press **Enter**.

4. To access another program, type the program number in the Screen Opt field.

5. Press **Enter**.

Suspension Leave

Suspension Leave is Program 03 on the TINQ menu. This program is used to query, modify, or add suspension leave records.

To Use the Suspension Leave Program:

1. At the TINQ menu, type **03** at the *Please Enter Selection* prompt.

2. Press **Enter**. The Suspension Leave screen is displayed.

```
TI003                      SUSPENSION LEAVE                      DATE: XX/XX/XX
DB: 85                                                           TIME: 15335661
SSNO:
AGENCY:                                            LAST UPDATE BY:
SCREEN OPT: 03



     RETIREMENT-RIF              +0000.00
     SINCE-LAST-WGI              +0000.00
     DURING PROBATION            +0000.00
     DURING-PROB-SUPV-MGR        +0000.00




     ----------------------------  RESPONSES  ------------------------------------
        PF1 = MENU                                              CLEAR = EXIT
                            ENTER = INQUIRE/UPDATE
```

Figure 22: Suspension Leave Screen

3. To query, modify, or add a record, complete the SSNO field as follows:

Field	Instruction
SSNO	Type the employee's Social Security number.

4. Press **Enter**. The Suspension Leave Record for the Social Security number entered is displayed.

5. Complete the Agency field.

Field	Description/Instruction
Agency	System-generated Agency code. If the employee has a dual appointment and the Agency displayed is not the applicable one, enter the Agency code of the record you want to query or modify.

6. Press **Enter**. The data changes to the selected Agency data.

7. Complete the applicable fields as follows:

Field	Description/Instruction
Screen Opt	System-generated program number 03. Complete this field with the next program desired after all changes and/or additions are made.
Last Update By	System-generated field indicating the identification number of the last person to update the leave data.
Retirement-RIF	Number of hours of suspension resulting from disciplinary action occurring during the current calendar year. (These hours are used to adjust the service computation date for reduction in force.)

Field	Description/Instruction
Since-Last-WGI	Number of hours of suspension resulting from disciplinary action occurring since the employee's last within-grade increase. The hours are used to extend the employee's waiting period for the next within-grade increase.
During-Probation	Number of hours of suspension resulting from disciplinary action occurring during the employee's probationary period. These hours are used to adjust the employee's probationary period.
During-Prob-Supv-Mgr	Number of hours of suspension resulting from disciplinary action occurring during the employee's supervisory/managerial probationary period. These hours are used to adjust the employee's supervisory/managerial probationary period.

8. After correcting the data, press **Enter**. The Suspension Leave record is updated. The Last Update By field displays the identification number of the last person to update the leave data.

9. To access another record, enter the Social Security number directly over the one displayed.

10. Press **Enter .**

11. To access another program, enter the program number in the Screen Opt field.

12. Press **Enter**.

Military Leave

Military Leave is Program 04 on the TINQ menu. This program is used to query, modify, or add military leave records.

To Use the Military Leave Program:

1. To select this program, at the TINQ menu, type **04** at the *Please Enter Selection* prompt.

2. Press **Enter**. The Military Leave screen is displayed.

```
TI004                      MILITARY LEAVE                    DATE: XX/XX/XX
 DB: 85
                                                           TIME: 10062727
 SSNO:
 AGENCY:                                            LAST UPDATE BY:
 SCREEN OPT: 04


 MILITARY-LV-HOURS-USED-YTD-REG              +0000.00
 MILITARY-LV-DAYS-USED-YTD-REG               +00
 MILITARY-LV-HRS-USED-YTD-EMERG              +0000.00
 MILITARY-LV-HRS-USED-PP-EMERG               +000.00
 MILITARY-LEAVE-CARRYOVER                    +000.000
 MILITARY-LV-DAYS-USED-PRIOR-YR              +00
 MILITARY-LV-HRS-USED-PRIOR-YR               +000.00



 ------------------------------ RESPONSES ------------------------------
     PF1 = MENU                                           CLEAR = EXIT
                         ENTER = INQUIRE/UPDATE
```

Figure 23: Military Leave Screen

3. To query, modify, or add a record, complete the SSNO field as follows:

Field	Instruction
SSNO	Type the employee's Social Security number.

4. Press **Enter**. The Military Leave record for the Social Security number is displayed.

5. Complete the Agency field.

Field	Description/Instruction
Agency	System-generated Agency code. If the employee has a dual appointment and the Agency displayed is not the applicable one, enter the Agency code of the record you want to query or modify.

6. Press **Enter**. The data changes to the selected Agency data.

7. To modify or add a record, complete the applicable fields as follows:

Field	Description/Instruction
Screen Opt	System-generated program number 04. Complete this field with the next program desired after all changes and/or additions are made.
Last Update By	System-generated field whenever a TINQ record is accessed and updated. The user ID is system generated for the audit trail. **NF000** is displayed when a T&A processes or a payroll/personnel system change occurs.
Military-Lv-Hours-YTD-Reg	Number of hours of regular military leave used in the current fiscal year. The maximum number allowed in this field is **240** hours (including carryover) per year. A maximum of **288** hours is allowed for Location

Field	Description/Instruction
	Code 4 (Washington, D.C., Metropolitan area). Note: This field is reset to **0** at the end of the fiscal year.
Military-Lv-Days-YTD-Reg	Number of regular military leave days used during the current fiscal year. Note: The maximum number allowed in this field is **30** days. (A maximum of **36** days is allowed for Location Code 4 (Washington, D.C., Metropolitan area).
Military-Lv-Hrs-YTD-Emerg	Number of hours of emergency military leave used during the current calendar year. Note: The maximum number of hours allowed in this field is **176**.
Military-Lv-Hrs-PP-Emerg	Number of hours of emergency military leave used in the current pay period. Note: The maximum number of hours allowed in this field is **80**.
Military-Leave-Carryover	Number of hours of military leave carried forward from the prior fiscal year to the current fiscal year. Note: The maximum number of hours allowed in this field is **120**. A maximum number of hours allowed for Location Code 4 (Washington, D.C., Metropolitan area) is **144**.
Military-Lv-Days-Used-Prior Yr	Number of days of military leave used in the prior fiscal year. Note: The maximum number allowed in this field is **15** days.
Military-Lv-Hours-Used Prior Yr	Number of hours of military leave used in the prior fiscal year. Note: The maximum number of hours allowed in this field is **120**.

1. After entering the data, press **Enter**. The Military Leave Record is updated. The Last Update By field displays the identification number of the last person to update the leave data.

2. To access another record, enter the Social Security number directly over the one displayed.

3. Press **Enter**.

4. To access another program, enter the program number in the Screen Opt field.

5. Press **Enter**.

Reducing Compensatory Leave Balance (Example 4)

There are 5 hours of compensatory leave shown in the Reg-Cur-Bal field of TINQ Program 05. A leave audit reveals that the employee did not work any compensatory time. The Reg-Cur-Comp-Bal field must be reduced to zero.

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT              DATE: XX/XX/XX
SSN:                       ZERO RATE = TRAVEL COMP              TIME: 10021031
AGENCY:                  * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05                                            LAST-UPDATE BY:
                                 >TRAVEL-COMP-BAL<              +0000.00
ERROR-CODE            0           PRIOR-YR-BAL                  +0000.00
FORFEITED            +0000.00     PRIOR-YR-BAL2                 +0000.00
* EARNED-YTD         +0000.00     LEAVE-USED-RELIG-OBSER-YTD     +000.00
* USED-YTD           +0000.00     COMP-LV-BAL-REL-OBSER         +0000.00
>REG-CUR-COMP-BAL<   +0005.00     COMP-LV-CHANGED-DATE
                          RATE RECORDS

YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND
09 01 10.00 +005.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
-------------------------- RESPONSES ------------------------------------
  CLEAR = EXIT          ENTER = INQUIRE/UPDATE         PF1 = MENU
  PF7 = BACKWARD      PF5 = REFRESH/ENTER NEW SSNO     PF8 = FORWARD
```

Figure 24: Comp Leave & Comp-Oth-Rt Screen (Before Reducing Compensatory Leave Balance)

Note: To reduce the Reg-Cur-Comp-Bal field, there must be an existing compensatory leave record.

To Reduce Compensatory Time Hours Balance:

1. Tab to the record containing the year and pay period to be reduced.

2. Tab past the YR, PP, and Rate fields.

3. Type **0** in the hours field.

4. Leave the Ind field blank.

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT            DATE: XX/XX/XX
SSN:                        ZERO RATE = TRAVEL COMP            TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
 SCREEN OPT: 05                                           LAST-UPDATE BY:
                                    >TRAVEL-COMP-BAL<              +0000.00
ERROR-CODE         0                PRIOR-YR-BAL                  +0000.00
FORFEITED          +0000.00         PRIOR-YR-BAL2                 +0000.00
* EARNED-YTD       +0000.00         LEAVE-USED-RELIG-OBSER-YTD     +000.00
* USED-YTD         +0000.00         COMP-LV-BAL-REL-OBSER         +0000.00
>REG-CUR-COMP-BAL< +0005.00         COMP-LV-CHANGED-DATE
                              RATE RECORDS

YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND
09 01 10.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
--------------------------- RESPONSES -------------------------------------
   CLEAR = EXIT           ENTER = INQUIRE/UPDATE          PF1 = MENU
  PF7 = BACKWARD      PF5 = REFRESH/ENTER NEW SSNO        PF8 = FORWARD
```

Figure 25: Comp Leave & Comp-Oth-Rt Screen (After Entering the Reduction in Compensatory Leave Balance)

5. Press **Enter**. The Reg-Cur-Bal fields displays **0** hours.

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT            DATE: XX/XX/XX
SSN:                        ZERO RATE = TRAVEL COMP            TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
 SCREEN OPT: 05                                           LAST-UPDATE BY:
                                    >TRAVEL-COMP-BAL<              +0000.00
ERROR-CODE         0                PRIOR-YR-BAL                  +0000.00
FORFEITED          +0000.00         PRIOR-YR-BAL2                 +0000.00
* EARNED-YTD       +0000.00         LEAVE-USED-RELIG-OBSER-YTD     +000.00
* USED-YTD         +0000.00         COMP-LV-BAL-REL-OBSER         +0000.00
>REG-CUR-COMP-BAL< +0000.00         COMP-LV-CHANGED-DATE
                              RATE RECORDS

YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND
09 01 10.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
--------------------------- RESPONSES -------------------------------------
   CLEAR = EXIT           ENTER = INQUIRE/UPDATE          PF1 = MENU
  PF7 = BACKWARD      PF5 = REFRESH/ENTER NEW SSNO        PF8 = FORWARD
```

Figure 26: Comp Leave & Comp-Oth-Rt Screen (After Entering the Reduction in Compensatory Leave Balance)

Increasing Religious Compensatory Leave Taken (Example 5)

After preparing a leave audit, it was determined that an employee had used a total of 16 hours of religious compensatory leave in Pay Period 01 of 2009, but only 12 hours were reported on the T&A. The used hours must increase by 4.

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT              DATE: XX/XX/XX
SSN:                       ZERO RATE = TRAVEL COMP               TIME: 10021031
AGENCY:                  * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05                                           LAST-UPDATE BY:
                                  >TRAVEL-COMP-BAL<               +0000.00
ERROR-CODE            0            PRIOR-YR-BAL                   +0000.00
FORFEITED            +0000.00      PRIOR-YR-BAL2                  +0000.00
* EARNED-YTD         +0000.00      LEAVE-USED-RELIG-OBSER-YTD      +012.00
* USED-YTD           +0000.00      COMP-LV-BAL-REL-OBSER          +0000.00
>REG-CUR-COMP-BAL<   +0004.00      COMP-LV-CHANGED-DATE
                            RATE RECORDS

YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND
09 01 10.00 +000.00       09 03 10.00 +004.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
------------------------- RESPONSES --------------------------------------
  CLEAR = EXIT           ENTER = INQUIRE/UPDATE          PF1 = MENU
  PF7 = BACKWARD      PF5 = REFRESH/ENTER NEW SSNO       PF8 = FORWARD
```

Figure 27: Comp Leave & Comp-Oth-Rt Screen (Before Increasing Religious Compensatory Leave Taken)

To Increase Religious Compensatory Time Used:

1. To increase the Leave-Used-Relig-Obser-YTD field, tab to the first rate record containing zeros in all fields.

2. Complete the fields as follows:

Field	Instruction
Yr	Type 09
PP	Type 01
Rate	Type 10.00
Hours	Type 4
Ind	Type R

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT              DATE: XX/XX/XX
SSN:                        ZERO RATE = TRAVEL COMP              TIME: 10021031
AGENCY:                  * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
 SCREEN OPT: 05                                              LAST-UPDATE BY:
                                     >TRAVEL-COMP-BAL<              +0000.00
 ERROR-CODE          0               PRIOR-YR-BAL                  +0000.00
 FORFEITED           +0000.00        PRIOR-YR-BAL2                 +0000.00
 * EARNED-YTD        +0000.00        LEAVE-USED-RELIG-OBSER-YTD     +012.00
 * USED-YTD          +0000.00        COMP-LV-BAL-REL-OBSER         +0000.00
>REG-CUR-COMP-BAL<   +0004.00        COMP-LV-CHANGED-DATE
                              RATE RECORDS

 YR PP  RATE  HOURS IND      YR PP  RATE  HOURS IND      YR PP  RATE   HOURS IND
 09 01 10.00 +000.00         09 03 10.00 +004.00         09 01 10.00 +004.00 R
 00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
 00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
 00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
 00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
 00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
 00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
 00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
 --------------------------- RESPONSES -------------------------------------
    CLEAR = EXIT         ENTER = INQUIRE/UPDATE          PF1 = MENU
    PF7 = BACKWARD     PF5 = REFRESH/ENTER NEW SSNO      PF8 = FORWARD
```

Figure 28: Comp Leave & Comp-Oth-Rt Screen (After Entering the Increase in Religious Compensatory Leave)

3. Press **Enter**. The message *Enter "E" for Religious Earned, "T" for Religious Used* is displayed.

4. Enter **T** in the field to increase the leave used balance.

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT              DATE: XX/XX/XX
SSN:                        ZERO RATE = TRAVEL COMP              TIME: 10021031
AGENCY:                  * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
 SCREEN OPT: 05                                              LAST-UPDATE BY:
                                     >TRAVEL-COMP-BAL<              +0000.00
 ERROR-CODE          0               PRIOR-YR-BAL                  +0000.00
 FORFEITED           +0000.00        PRIOR-YR-BAL2                 +0000.00
 * EARNED-YTD        +0000.00        LEAVE-USED-RELIG-OBSER-YTD     +016.00
 * USED-YTD          +0000.00        COMP-LV-BAL-REL-OBSER         -0004.00
>REG-CUR-COMP-BAL<   +0004.00        COMP-LV-CHANGED-DATE
                              RATE RECORDS

 YR PP  RATE  HOURS IND      YR PP  RATE  HOURS IND      YR PP  RATE   HOURS IND
 09 01 10.00 +000.00         09 03 10.00 +004.00         09 03 10.00 +004.00 T
 00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
 00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
 00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
 00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
 00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
 00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
 00 00 00.00 +000.00         00 00 00.00 +000.00         00 00 00.00 +000.00
 --------------------------- RESPONSES -------------------------------------
    CLEAR = EXIT         ENTER = INQUIRE/UPDATE          PF1 = MENU
    PF7 = BACKWARD     PF5 = REFRESH/ENTER NEW SSNO      PF8 = FORWARD
```

Figure 29: Comp Leave & Comp-Oth-Rt Screen (After Changing the Indicator Field for Religious Compensatory Leave Taken)

5. Press **Enter**. The Leave-Used-Relig-Obser-YTD field displays **16** hours.

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT              DATE: XX/XX/XX
SSN:                        ZERO RATE = TRAVEL COMP              TIME: 10021031
AGENCY:                  * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05                                              LAST-UPDATE BY:
                                    >TRAVEL-COMP-BAL<               +0000.00
ERROR-CODE          0               PRIOR-YR-BAL                   +0000.00
FORFEITED           +0000.00        PRIOR-YR-BAL2                  +0000.00
* EARNED-YTD        +0000.00        LEAVE-USED-RELIG-OBSER-YTD      +016.00
* USED-YTD          +0000.00        COMP-LV-BAL-REL-OBSER          -0004.00
>REG-CUR-COMP-BAL<  +0004.00        COMP-LV-CHANGED-DATE
                              RATE RECORDS

 YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND
 09 01 10.00 +000.00       09 03 10.00 +004.00       00 00 00.00 +000.00
 00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
------------------------------- RESPONSES  ------------------------------------
   CLEAR = EXIT            ENTER = INQUIRE/UPDATE          PF1 = MENU
   PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO       PF8 = FORWARD
```

Figure 30: Comp Leave & Comp-Oth-Rt Screen (After Entering the Increase in Religious Compensatory Leave Taken)

Reducing Religious Compensatory Leave Taken (Example 6)

After preparing a leave audit, it was determined that an employee had only used a total of 12 hours of religious compensatory leave in Pay Period 04 of 2009, but 16 hours were erroneously reported on the T&A. The hours used must be reduced by 4.

```
TI005  DB 85            >COMP LEAVE & COMP-OTH-RT              DATE: XX/XX/XX
SSN:                     ZERO RATE = TRAVEL COMP               TIME: 10021031
AGENCY:               * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05                                          LAST-UPDATE BY:
                             >TRAVEL-COMP-BAL<                 +0000.00
ERROR-CODE          0         PRIOR-YR-BAL                     +0000.00
FORFEITED       +0000.00      PRIOR-YR-BAL2                    +0000.00
* EARNED-YTD     +0000.00     LEAVE-USED-RELIG-OBSER-YTD     +016.00
* USED-YTD       +0000.00     COMP-LV-BAL-REL-OBSER           +0012.00
>REG-CUR-COMP-BAL<  +0004.00  COMP-LV-CHANGED-DATE
                        RATE RECORDS

YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND    YR PP   RATE  HOURS IND
09 04 10.00 +000.00       09 04 10.00 +004.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
---------------------- RESPONSES ------------------------------------
  CLEAR = EXIT          ENTER = INQUIRE/UPDATE        PF1 = MENU
  PF7 = BACKWARD      PF5 = REFRESH/ENTER NEW SSNO    PF8 = FORWARD
```

Figure 31: Comp Leave & Comp-Oth-Rt Screen (Before Reducing Religious Compensatory Leave Taken)

To Reduce Religious Compensatory Time Taken:

1. Tab to the first rate record containing zeros in all fields.

2. Complete the fields as follows:

Field	Instruction
Yr	Type **09**
PP	Type **04**
Rate	Change the **+** (plus sign) to a **-** (minus sign) and type 10.00
Hours	Type **4**
Ind	Type **R**

```
TI005  DB 85                 >COMP LEAVE & COMP-OTH-RT              DATE: XX/XX/XX
SSN:                          ZERO RATE = TRAVEL COMP               TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
 SCREEN OPT: 05                                       LAST-UPDATE BY:
                                       >TRAVEL-COMP-BAL<              +0000.00
 ERROR-CODE           0                 PRIOR-YR-BAL                  +0000.00
 FORFEITED            +0000.00          PRIOR-YR-BAL2                 +0000.00
 * EARNED-YTD         +0000.00          LEAVE-USED-RELIG-OBSER-YTD    +016.00
 * USED-YTD           +0000.00          COMP-LV-BAL-REL-OBSER         +0012.00
>REG-CUR-COMP-BAL<    +0004.00          COMP-LV-CHANGED-DATE
                              RATE RECORDS

 YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND
 09 01 10.00 +000.00        09 04 10.00 +004.00        09 04 10.00 -004.00 R
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
---------------------------- RESPONSES ----------------------------------------
    CLEAR = EXIT           ENTER = INQUIRE/UPDATE          PF1 = MENU
    PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO      PF8 = FORWARD
```

Figure 32: Comp Leave & Comp-Oth-Rt Screen (After Entering the Reduction in Religious Compensatory Leave Taken)

3. Press **Enter**. The message *Enter "E" for Religious Earned, "T" for Religious Used* is displayed.

4. Type **T** in the Ind field to increase the leave used balance.

```
TI005  DB 85                 >COMP LEAVE & COMP-OTH-RT              DATE: XX/XX/XX
SSN:                          ZERO RATE = TRAVEL COMP               TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
 SCREEN OPT: 05                                       LAST-UPDATE BY:
                                       >TRAVEL-COMP-BAL<              +0000.00
 ERROR-CODE           0                 PRIOR-YR-BAL                  +0000.00
 FORFEITED            +0000.00          PRIOR-YR-BAL2                 +0000.00
 * EARNED-YTD         +0000.00          LEAVE-USED-RELIG-OBSER-YTD    +016.00
 * USED-YTD           +0000.00          COMP-LV-BAL-REL-OBSER         +0012.00
>REG-CUR-COMP-BAL<    +0004.00          COMP-LV-CHANGED-DATE
                              RATE RECORDS

 YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND
 09 01 10.00 +000.00        09 04 10.00 +004.00        09 04 10.00 -004.00 T
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
---------------------------- RESPONSES ----------------------------------------
    CLEAR = EXIT           ENTER = INQUIRE/UPDATE          PF1 = MENU
    PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO      PF8 = FORWARD
```

Figure 33: Comp Leave & Comp-Oth-Rt Screen (After Changing the Indicator Field for Religous Compensatory Leave Taken)

5. Press **Enter**. The Leave-Used-Relig-Obser-YTD field displays **12** hours and the Comp-Lv-Bal-Rel-Obser field displays **16** hours.

```
TI005  DB 85             >COMP LEAVE & COMP-OTH-RT             DATE: XX/XX/XX
SSN:                     ZERO RATE = TRAVEL COMP              TIME: 10021031
AGENCY:               * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
  SCREEN OPT: 05                                          LAST-UPDATE BY:
                                   >TRAVEL-COMP-BAL<              +0000.00
  ERROR-CODE         0             PRIOR-YR-BAL                  +0000.00
  FORFEITED          +0000.00      PRIOR-YR-BAL2                 +0000.00
* EARNED-YTD         +0000.00      LEAVE-USED-RELIG-OBSER-YTD    +012.00
* USED-YTD           +0000.00      COMP-LV-BAL-REL-OBSER         +0016.00
>REG-CUR-COMP-BAL<   +0004.00      COMP-LV-CHANGED-DATE
                            RATE RECORDS

 YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND
 09 01 10.00 +000.00        09 04 10.00 +004.00       00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00       00 00 00.00 +000.00
---------------------------   RESPONSES  ------------------------------------
   CLEAR = EXIT            ENTER = INQUIRE/UPDATE          PF1 = MENU
   PF7 = BACKWARD      PF5 = REFRESH/ENTER NEW SSNO        PF8 = FORWARD
```

Figure 34: Comp Leave & Comp-Oth-Rt Screen (After Entering the Reduction in Religious Compensatory Leave Taken)

Increasing Religious Compensatory Leave Earned (Example 7)

After preparing a leave audit in Pay Period 01 of 2009, it was determined that an employee should have a balance of 16 hours of religious compensatory leave, but the database reflects a balance of 8 hours.

```
TI005   DB 85              >COMP LEAVE & COMP-OTH-RT              DATE: XX/XX/XX
SSN:                        ZERO RATE = TRAVEL COMP              TIME: 10021031
AGENCY:                  * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05                                            LAST-UPDATE BY:
                                    >TRAVEL-COMP-BAL<            +0000.00
ERROR-CODE             0             PRIOR-YR-BAL                +0000.00
FORFEITED             +0000.00       PRIOR-YR-BAL2               +0000.00
* EARNED-YTD          +0000.00       LEAVE-USED-RELIG-OBSER-YTD   +000.00
* USED-YTD            +0000.00       COMP-LV-BAL-REL-OBSER       +0008.00
>REG-CUR-COMP-BAL<    +0000.00       COMP-LV-CHANGED-DATE
                             RATE RECORDS

YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
--------------------------  RESPONSES  -------------------------------------
   CLEAR = EXIT           ENTER = INQUIRE/UPDATE          PF1 = MENU
   PF7 = BACKWARD      PF5 = REFRESH/ENTER NEW SSNO       PF8 = FORWARD
```

Figure 35: Comp Leave & Comp-Oth-Rt Screen (Before Increasing Religious Compensatory Leave Earned)

To Increase Religious Compensatory Time Earned:

1. Tab to the first record containing zeros in all fields.

2. Complete the fields as follows.

Field	Instruction
Yr	Type **09**
PP	Type **01**
Rate	Type **10.00**
Hours	Type **8**
Ind	Type **R**

```
TI005  DB 85             >COMP LEAVE & COMP-OTH-RT            DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP             TIME: 10021031
AGENCY:                 * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
 SCREEN OPT: 05                                         LAST-UPDATE BY:
                                     >TRAVEL-COMP-BAL<            +0000.00
 ERROR-CODE            0               PRIOR-YR-BAL              +0000.00
 FORFEITED            +0000.00         PRIOR-YR-BAL2             +0000.00
 * EARNED-YTD         +0000.00         LEAVE-USED-RELIG-OBSER-YTD  +000.00
 * USED-YTD           +0000.00         COMP-LV-BAL-REL-OBSER     +0008.00
>REG-CUR-COMP-BAL<    +0000.00         COMP-LV-CHANGED-DATE
                            RATE RECORDS

 YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND
 09 01 10.00 +008.00 R     00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
 --------------------------- RESPONSES ------------------------------------
    CLEAR = EXIT           ENTER = INQUIRE/UPDATE          PF1 = MENU
    PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO      PF8 = FORWARD
```

Figure 36: Comp Leave & Comp-Oth-Rt Screen (After Entering the Increase in Religious Compensatory Leave Earned)

3. Press **Enter**. The message *Enter "E" for Religious Earned, "T" for Religious Used* is displayed.

4. Type **E** in the field to increase the balance.

```
TI005  DB 85             >COMP LEAVE & COMP-OTH-RT            DATE: XX/XX/XX
SSN:                      ZERO RATE = TRAVEL COMP             TIME: 10021031
AGENCY:                 * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
 SCREEN OPT: 05                                         LAST-UPDATE BY:
                                     >TRAVEL-COMP-BAL<            +0000.00
 ERROR-CODE            0               PRIOR-YR-BAL              +0000.00
 FORFEITED            +0000.00         PRIOR-YR-BAL2             +0000.00
 * EARNED-YTD         +0000.00         LEAVE-USED-RELIG-OBSER-YTD  +000.00
 * USED-YTD           +0000.00         COMP-LV-BAL-REL-OBSER     +0008.00
>REG-CUR-COMP-BAL<    +0000.00         COMP-LV-CHANGED-DATE
                            RATE RECORDS

 YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND
 09 01 10.00 +008.00 E     00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
 00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
 --------------------------- RESPONSES ------------------------------------
    CLEAR = EXIT           ENTER = INQUIRE/UPDATE          PF1 = MENU
    PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO      PF8 = FORWARD
```

Figure 37: Comp Leave & Comp-Oth-Rt Screen (After Changing the Indicator Field for Religious Compensatory Leave Earned)

5. Press **Enter**. The Comp-Lv-Bal-Rel-Obser field displays **16** hours.

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT              DATE: XX/XX/XX
SSN:                        ZERO RATE = TRAVEL COMP              TIME: 10021031
AGENCY:                  * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05                                          LAST-UPDATE BY:
                                  >TRAVEL-COMP-BAL<              +0000.00
ERROR-CODE          0             PRIOR-YR-BAL                  +0000.00
FORFEITED           +0000.00      PRIOR-YR-BAL2                 +0000.00
* EARNED-YTD        +0000.00      LEAVE-USED-RELIG-OBSER-YTD     +000.00
* USED-YTD          +0000.00      COMP-LV-BAL-REL-OBSER         +0016.00
>REG-CUR-COMP-BAL<  +0000.00      COMP-LV-CHANGED-DATE
                             RATE RECORDS

 YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 ------------------------- RESPONSES --------------------------------------
   CLEAR = EXIT            ENTER = INQUIRE/UPDATE          PF1 = MENU
  PF7 = BACKWARD        PF5 = REFRESH/ENTER NEW SSNO       PF8 = FORWARD
```

Figure 38: Comp Leave & Comp-Oth-Rt Screen (After Entering the Increase in Religious Compensatory Leave Earned)

Reducing Religious Compensatory Leave Earned (Example 8)

A corrected T&A for a prior pay period (Pay Period 01 of 2009) reflecting 4 hours of used religious compensatory time was not processed in the system. The employee should have a balance of 16 hours of religious compensatory leave but the database balance is 20 hours.

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT              DATE: XX/XX/XX
SSN:                        ZERO RATE = TRAVEL COMP              TIME: 10021031
AGENCY:                  * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05                                          LAST-UPDATE BY:
                                  >TRAVEL-COMP-BAL<              +0000.00
ERROR-CODE          0             PRIOR-YR-BAL                  +0000.00
FORFEITED           +0000.00      PRIOR-YR-BAL2                 +0000.00
* EARNED-YTD        +0000.00      LEAVE-USED-RELIG-OBSER-YTD     +000.00
* USED-YTD          +0000.00      COMP-LV-BAL-REL-OBSER         +0020.00
>REG-CUR-COMP-BAL<  +0000.00      COMP-LV-CHANGED-DATE
                             RATE RECORDS

 YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 ------------------------- RESPONSES --------------------------------------
   CLEAR = EXIT            ENTER = INQUIRE/UPDATE          PF1 = MENU
  PF7 = BACKWARD        PF5 = REFRESH/ENTER NEW SSNO       PF8 = FORWARD
```

Figure 39: Comp Leave & Comp-Oth-Rt Screen (Before Reducing Religious Compensatory Leave Earned)

To Reduce Religious Compensatory Time Earned:

1. Tab to the first rate record with zeros in all fields.

2. Complete the fields as follows:

Field	Instruction
Yr	Type **09**
PP	Type **04**
Rate	Type **10.00**
Hours	Change the **+** (plus sign) to **-** (minus sign) and type **4**
Ind	Type **R**

```
TI005   DB 85              >COMP LEAVE & COMP-OTH-RT              DATE: XX/XX/XX
SSN:                         ZERO RATE = TRAVEL COMP             TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
  SCREEN OPT: 05                                          LAST-UPDATE BY:
                                    >TRAVEL-COMP-BAL<               +0000.00
  ERROR-CODE          0              PRIOR-YR-BAL                   +0000.00
  FORFEITED          +0000.00        PRIOR-YR-BAL2                  +0000.00
* EARNED-YTD         +0000.00        LEAVE-USED-RELIG-OBSER-YTD      +000.00
* USED-YTD           +0000.00        COMP-LV-BAL-REL-OBSER          +0020.00
>REG-CUR-COMP-BAL<   +0000.00        COMP-LV-CHANGED-DATE
                              RATE RECORDS

  YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND     YR PP  RATE   HOURS IND
  09 01 10.00 -004.00 R      00 00 00.00 +000.00        00 00 00.00 +000.00
  00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
  00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
  00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
  00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
  00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
  00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
  00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
-------------------------       RESPONSES  -------------------------------------
    CLEAR = EXIT             ENTER = INQUIRE/UPDATE            PF1 = MENU
    PF7 = BACKWARD         PF5 = REFRESH/ENTER NEW SSNO        PF8 = FORWARD
```

Figure 40: Comp Leave & Comp-Oth-Rt Screen (After Entering the Reduction in Religious Compensatory Leave Earned)

3. Press **Enter**. The message *Enter "E" for Religious Earned, "T" for Religious Used* is displayed.

4. Type **E** in the Ind field to reduce the balance.

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT            DATE: XX/XX/XX
SSN:                       ZERO RATE = TRAVEL COMP            TIME: 10021031
AGENCY:                 * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
 SCREEN OPT: 05                                          LAST-UPDATE BY:
                                     >TRAVEL-COMP-BAL<            +0000.00
 ERROR-CODE            0              PRIOR-YR-BAL                +0000.00
 FORFEITED            +0000.00        PRIOR-YR-BAL2               +0000.00
 * EARNED-YTD         +0000.00        LEAVE-USED-RELIG-OBSER-YTD   +000.00
 * USED-YTD           +0000.00        COMP-LV-BAL-REL-OBSER       +0020.00
>REG-CUR-COMP-BAL<    +0000.00        COMP-LV-CHANGED-DATE
                              RATE RECORDS

 YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND     YR PP   RATE  HOURS IND
 09 01 10.00 -004.00 E      00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 ------------------------- RESPONSES ----------------------------------------
   CLEAR = EXIT           ENTER = INQUIRE/UPDATE            PF1 = MENU
   PF7 = BACKWARD     PF5 = REFRESH/ENTER NEW SSNO      PF8 = FORWARD
```

Figure 41: Comp Leave & Comp-Oth-Rt Screen (After Changing the Indicator Field for Religious Compensatory Leave Earned)

5. Press **Enter**. The Comp-Lv-Bal-Rel-Obser field displays 16 hours.

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT            DATE: XX/XX/XX
SSN:                       ZERO RATE = TRAVEL COMP            TIME: 10021031
AGENCY:                 * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
 SCREEN OPT: 05                                          LAST-UPDATE BY:
                                     >TRAVEL-COMP-BAL<            +0000.00
 ERROR-CODE            0              PRIOR-YR-BAL                +0000.00
 FORFEITED            +0000.00        PRIOR-YR-BAL2               +0000.00
 * EARNED-YTD         +0000.00        LEAVE-USED-RELIG-OBSER-YTD   +004.00
 * USED-YTD           +0000.00        COMP-LV-BAL-REL-OBSER       +0016.00
>REG-CUR-COMP-BAL<    +0000.00        COMP-LV-CHANGED-DATE
                              RATE RECORDS

 YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND     YR PP   RATE  HOURS IND
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 ------------------------- RESPONSES ----------------------------------------
   CLEAR = EXIT           ENTER = INQUIRE/UPDATE            PF1 = MENU
   PF7 = BACKWARD     PF5 = REFRESH/ENTER NEW SSNO      PF8 = FORWARD
```

Figure 42: Comp Leave & Comp-Oth-Rt Screen (After Entering the Reduction in Religious Compensatory Leave Earned)

Compensatory Time Travel Used (Example 9)

In Pay Period 04 of 2009, the employee used 1 hour of Compensatory Time Travel. The Travel-Comp-Bal is reduced by 1 hour.

Note: You can only have one Compensatory Travel Rate Record per pay period.

```
TI005   DB 85              >COMP LEAVE & COMP-OTH-RT            DATE: XX/XX/XX
SSN:                        ZERO RATE = TRAVEL COMP             TIME: 10021031
AGENCY:                    * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05                                            LAST-UPDATE BY:
                                    >TRAVEL-COMP-BAL<           +0004.00
ERROR-CODE          0                PRIOR-YR-BAL               +0000.00
FORFEITED           +0000.00         PRIOR-YR-BAL2              +0000.00
* EARNED-YTD        +0000.00         LEAVE-USED-RELIG-OBSER-YTD  +000.00
* USED-YTD          +0000.00         COMP-LV-BAL-REL-OBSER      +0000.00
>REG-CUR-COMP-BAL<  +0005.00         COMP-LV-CHANGED-DATE
                            RATE RECORDS

 YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND     YR PP  RATE   HOURS IND
 09 01 10.00 +005.00        09 01 00.00 +004.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
-------------------------- RESPONSES --------------------------------------
   CLEAR = EXIT            ENTER = INQUIRE/UPDATE          PF1 = MENU
   PF7 = BACKWARD        PF5 = REFRESH/ENTER NEW SSNO      PF8 = FORWARD
```

Figure 43: Comp Leave & Comp-Oth-Rt Screen (Before Decreasing Compensatory Time Travel Used)

```
TI005   DB 85              >COMP LEAVE & COMP-OTH-RT            DATE: XX/XX/XX
SSN:                        ZERO RATE = TRAVEL COMP             TIME: 10021031
AGENCY:                    * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05                                            LAST-UPDATE BY:
                                    >TRAVEL-COMP-BAL<           +0003.00
ERROR-CODE          0                PRIOR-YR-BAL               +0000.00
FORFEITED           +0000.00         PRIOR-YR-BAL2              +0000.00
* EARNED-YTD        +0000.00         LEAVE-USED-RELIG-OBSER-YTD  +000.00
* USED-YTD          +0000.00         COMP-LV-BAL-REL-OBSER      +0000.00
>REG-CUR-COMP-BAL<  +0005.00         COMP-LV-CHANGED-DATE
                            RATE RECORDS

 YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND     YR PP  RATE   HOURS IND
 09 01 10.00 +005.00        09 01 00.00 +003.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
 00 00 00.00 +000.00        00 00 00.00 +000.00        00 00 00.00 +000.00
-------------------------- RESPONSES --------------------------------------
   CLEAR = EXIT            ENTER = INQUIRE/UPDATE          PF1 = MENU
   PF7 = BACKWARD        PF5 = REFRESH/ENTER NEW SSNO      PF8 = FORWARD
```

Figure 44: Comp Leave & Comp-Oth-Rt Screen (After Decreasing Compensatory Time Travel Used)

Compensatory Time Travel Earned (Example 10)

In Pay Period 4 of 2009, the employee earned 1 hour of Compensatory Time Travel. The Travel-Comp-Bal is increased by 1 hour after TINQ is updated.

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT              DATE: XX/XX/XX
SSN:                       ZERO RATE = TRAVEL COMP              TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05                                          LAST-UPDATE BY:
                                  >TRAVEL-COMP-BAL<            +0003.00
ERROR-CODE         0              PRIOR-YR-BAL                 +0000.00
FORFEITED          +0000.00       PRIOR-YR-BAL2                +0000.00
* EARNED-YTD       +0000.00       LEAVE-USED-RELIG-OBSER-YTD    +000.00
* USED-YTD         +0000.00       COMP-LV-BAL-REL-OBSER        +0000.00
>REG-CUR-COMP-BAL< +0005.00       COMP-LV-CHANGED-DATE
                           RATE RECORDS

YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND
09 01 10.00 +005.00       09 01 00.00 +003.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
----------------------------- RESPONSES -----------------------------------
  CLEAR = EXIT           ENTER = INQUIRE/UPDATE          PF1 = MENU
  PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO     PF8 = FORWARD
```

Figure 45: Comp Leave & Comp-Oth-Rt Screen (Before Increasing Compensatory Time Travel Earned)

```
TI005  DB 85              >COMP LEAVE & COMP-OTH-RT              DATE: XX/XX/XX
SSN:                       ZERO RATE = TRAVEL COMP              TIME: 10021031
AGENCY:                   * FOR NON-TITLE-5 AGENCY USE ONLY<
PAGE: 0001
SCREEN OPT: 05                                          LAST-UPDATE BY:
                                  >TRAVEL-COMP-BAL<            +0004.00
ERROR-CODE         0              PRIOR-YR-BAL                 +0000.00
FORFEITED          +0000.00       PRIOR-YR-BAL2                +0000.00
* EARNED-YTD       +0000.00       LEAVE-USED-RELIG-OBSER-YTD    +000.00
* USED-YTD         +0000.00       COMP-LV-BAL-REL-OBSER        +0000.00
>REG-CUR-COMP-BAL< +0005.00       COMP-LV-CHANGED-DATE
                           RATE RECORDS

YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND    YR PP  RATE  HOURS IND
09 01 10.00 +005.00       09 01 00.00 +004.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
00 00 00.00 +000.00       00 00 00.00 +000.00       00 00 00.00 +000.00
----------------------------- RESPONSES -----------------------------------
  CLEAR = EXIT           ENTER = INQUIRE/UPDATE          PF1 = MENU
  PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO     PF8 = FORWARD
```

Figure 46: Comp Leave & Comp-Oth-Rt Screen (After Increasing Compensatory Time Travel Earned)

Home Shore Leave

Home Shore Leave is Program 06 on the TINQ menu. This program is used for employees in service abroad (home leave) or assigned extended duties on an oceangoing vessel (shore leave). Shore leave is applicable to the Department of Commerce only.

To Use the Home Shore Leave Program:

1. To select this program, at the TINQ menu, type **06** at the *Please Enter Selection* prompt.

2. Press **Enter**. The Home Shore Leave screen is displayed.

```
TI006                      HOME SHORE LEAVE                    DATE: XX/XX/XX
DB 85                                                         TIME: 15350261
SSNO:
AGENCY:                                        LAST UPDATE BY:
SCREEN OPT: 06


HOME-LV-CURRENT-BAL        +0000.00      SHORE-LV-CURRENT-BAL      +0000.00
HOME-LV-CARRYOVER-BAL      +0000.00      SHORE-LV-CARRYOVER-BAL    +0000.00
HOME-LV-USED-YTD           +0000.00      SHORE-LV-USED-YTD         +0000.00
HOME-LV-ACCRUALS-YTD       +000         SHORE-LV-ACCRUALS-YTD     +000
ANNL-45-DAY-CARRY          +0000.00
ANNL-45-DAY-CODE




HOME-SHORE-LV RECORD ADDED
  ------------------------------- RESPONSES -----------------------------------
     PF1 = MENU                                            CLEAR = EXIT
                           ENTER = INQUIRE/UPDATE
```

Figure 47: Home Shore Leave Screen

3. To view, modify, or add a record, complete the fields as follows:

Field	Instruction
SSNO	Type the employee's Social Security number.

4. Press **Enter**. The Home Shore Leave record for the Social Security number entered is displayed.

5. Complete the Agency field.

Field	Instruction/Description
Agency	System-generated Agency code. If the employee has a dual appointment and the Agency displayed is not the applicable one, enter the Agency code of the record you want to query or modify.

6. Press **Enter**. The data changes to the selected Agency data.

7. Complete the fields as follows:

Field	Instruction/Description
Screen Opt	System-generated program number **06**. Complete this field with the next program desired after all changes and/or additions are made.
Last Update By	Identification number of the last person to update the leave data.

8. To modify or add a record, complete the applicable fields as follows:

Field	Description
Home-Lv-Current-Bal	System-generated field indicating the number of hours of home leave to the credit of the employee as of the current (or prior) pay period (depending on the time of the pay period processing) of the current year.
Shore-Lv-Current-Bal	System-generated field indicating the number of hours of shore leave to the credit of the employee as of the current (or prior) pay period (depending on the time of the pay period processing) of the current year.
Home-Lv-Carryover-Bal	Number of hours home leave carried forward from the previous year.
Shore-Lv-Carryover-Bal	Number of hours of shore leave carried forward from the previous year.
Home-Lv-Used-YTD	Total number of home leave hours used during the current leave year.
Shore-Lv-Used-YTD	Total number of shore leave hours used in the current leave year.
Home-Lv-Accruals-YTD	Total number of home leave earned during the current leave year. Employees may earn **5**, **10**, or **15** days for each **12** months of service abroad. Leave is credited in multiples of **1** day.
Shore-Lv-Accruals-YTD	Number of shore leave hours earned in the current year. Shore leave is earned without limitation, at the rate of **1** day for each **15** calendar days on one or more extended voyages. An extended voyage must be for **7** or more calendar days in duration.
Ann-45-Day-Carry	Balance of annual leave hours accumulated by an employee who is being transferred back to the United States from a foreign post if the number of hours is greater than **240** and less than or equal to **360**. If a balance exists, it remains in the employee's record until the end of the leave year. This field is used to determine the employee's leave ceiling for the following leave year and is then zeroed out.
Ann-45-Day-Code	Code used to determine whether the employee is entitled to the **360**-hour or **45**-day maximum ceiling for annual leave. Valid values are **Y** (yes) or **N** (no) to indicate whether or not the employee is entitled to carry forward from one leave year to another a maximum of **45** days of annual leave.

9. After entering the data, press **Enter**. The Home Shore Leave record is updated. The Last Update By field displays the identification number of the last person to update the leave data.

10. To access another record, enter the Social Security number directly over the one displayed.

11. Press **Enter**.

12. To access another program, enter the program number in the Screen Opt field.

13. Press **Enter**.

Annual Leave Restored

Annual Leave Restored is Program 07 on the TINQ menu. This program is used to query, modify, or add records to restore annual leave that was forfeited by an employee because of public exigency, sickness, or administrative error. This program is also updated when data is entered in Entry, Processing, Inquiry, and Correction System (EPIC) on a Restored Annual Leave Document.

To Use the Annual Leave Restored Program:

1. To select this program, at the TINQ menu, type **07** at the *Please Enter Selection* prompt.

2. Press **Enter**. The Annual Leave Restored screen is displayed.

```
TI007                    ANNUAL LEAVE RESTORED              DATE: XX/XX/XX
DB 85                                                       TIME: 15352536
SSNO:
AGENCY:                                          LAST UPDATE BY:
SCREEN OPT: 07                                   EXCEED MAX IND:


REST-YEAR           00
REST-HRS            +000.00     ******************************************
                               * LEAVE                                   *
REST-YEAR           00          * YR 09  :3 YRS REMAINING TO USE REST-HRS *
REST-HRS            +000.00     * YR 08  :2 YRS REMAINING TO USE REST-HRS *
                               * YR 07  :1 YR  REMAINING TO USE REST-HRS *
REST-YEAR           00          *                                        *
REST-HRS            +000.00     ******************************************

REST-FORFEITED      +000.00


ANN-LV-REST RECORD ADDED
-----------------------------  RESPONSES  ------------------------------------
    PF1 = MENU                                             CLEAR = EXIT
                        ENTER = INQUIRE/UPDATE
```

Figure 48: Annual Leave Restored Screen

3. To query, modify, or add a record, complete the fields as follows:

Field	Instruction
SSNO	Type the employee's Social Security number.

4. Press **Enter**. The Annual Leave Restored record for the Social Security number entered is displayed.

5. Complete the Agency field.

Field	Instruction/Description
Agency	System-generated Agency code. If the employee has a dual appointment and the Agency displayed is not the applicable one, enter the Agency code of the record you want to query or modify.

6. Press **Enter**. The data changes to the selected Agency data.

7. Complete the Screen Opt field.

Field	Instruction/Description
Screen Opt	System-generated program number **07**. Complete this field with the next program desired after all changes and/or additions are made.
Last Update By	System-generated data in this field. This field indicates the identification number of the last person to update the leave data.

8. To modify or add a record, complete the applicable fields as follows:

Field	Description
Exceed Max Ind	"*Yes*", in this field denotes that the employee can restore more than the maximum amount of hours accrued for the year. There are three sets of Rest-Year and Rest-Hrs fields. The message board on the screen displays the amount of time remaining to use the restored annual leave.
Rest-Year	Last two digits of the year in which the annual leave was restored. The year is used to project the temporary period in which the restored leave should be scheduled and used, or otherwise forfeited. Note: TINQ does not allow entry of the current year. Use EPIC Web, EmpowHR, or your Agency's front-end system (Document type 165) to add,change, or delete restored annual leave hours for prior years. Do not enter the same year in more than one Rest-Year field.
Rest-Hrs	Total number of annual leave restored hours.
Rest-Forfeited	Number of annual leave restored hours which have been forfeited.

1. After entering the data, press **Enter**. The Annual Leave Restored record is updated. The Last Update By displays the identification number of the last person to update the leave data.

2. To access another record, enter the Social Security number directly over the one displayed.

3. Press **Enter**.

4. To access another program, enter the program number in the Screen Opt field.

5. Press **Enter**.

Time-Off Awards

Time Off Awards is Program 08 on the TINQ menu. This program is used only to modify time off hours **used** or query time off records that have already been added through EPIC. It cannot be used to add time off hours granted to an employee.

To Use the Time Off Awards Program:

1. To select this program, at the TINQ menu, enter **08** at the *Please Enter Selection* prompt.

2. Press **Enter**. The Total Time Off & Time Off Awards screen is displayed.

```
TI008   DB 0061                  TOTAL TIME OFF               DATE: XX/XX/XX
SSN:                           & TIME OFF AWARDS              TIME: 13141283
AGENCY:                                                       PAGE: 0001
SCREEN OPT: 08

                               TOTAL TIME OFF
                      TOTAL-TIME-OFF-HOURS    +000.00

                               TIME OFF AWARDS
   YR   PP    HOURS       USED      BALANCE      FORFEIT    CHANGE ID    CHANGE DATE




       -------------------------- RESPONSES ------------------------------------
          CLEAR = EXIT         ENTER = INQUIRE/UPDATE           PF1 = MENU
          PF7 = BACKWARD     PF5 = REFRESH/ENTER NEW SSNO       PF8 = FORWARD
```

Figure 49: Total Time Off & Time Off Awards Screen

3. To modify or query a record, complete the fields as follows:

Field	Instruction

Field	Instruction
SSNO	Type the employee's Social Security number.

4. Press **Enter**. The Total Time Off & Time Off Awards record for the selected Social Security number is displayed showing data from the employee's T&A or personnel action, as applicable.

5. Complete the Agency field:

Field	Instruction/Description
Agency	System-generated Agency code. If the employee has a dual appointment and the Agency displayed is not the applicable one, enter the Agency code of the record you want to query or modify.

6. Press **Enter**. The data changes to the selected Agency data.

7. Complete the fields as follows:

Field	Instruction/Description
Page	System-generated program page number. If the record contains more than one page, press **PF8** to scroll forward or press **PF7** to scroll backward.
Screen Opt	System-generated program number **08**. Complete this field with the next program desired after all changes and/or additions are made.
Total Time Off Hours	System-generated field indicating the total time off hours available.
Yr	System-generated field indicating the year the time off award was granted.
PP	System-generated field indicating the pay period the time off award was granted.
Hours	System-generated field indicating the number of time off hours granted for the pay period shown.
Used	System-generated field indicating the number of time off award hours used for the pay period number shown. This is the only field than can be changed. If changing this field, type the correct number of hours. Note: When canceling an award, do not update TINQ Program 08 before entering the cancelation action.
Balance	System-generated field based on changes made to the Used field.
Forfeit	System-generated field indicating the hours forfeited. Note: Time off award hours are forfeited if not used within one

Field	Instruction/Description
	year.
Change ID	System-generated field indicating the user ID of the last person to update the time off award.
Change Date	System-generated field indicating the date that the last change was made to an employee's time off record.

1. After entering the data, press **Enter**. The modified Total Time Off & Time Off Awards record is displayed.

2. To access another record, enter the Social Security number directly over the one displayed.

3. Press **Enter**.

4. To access another program, enter the program number in the Screen Opt field.

5. Press **Enter**.

Audit Trail of Leave Updates

Audit Trail of Leave Updates is Program 09 on the TINQ menu. This program lists changes made to an employee's leave record in TINQ.

Note: The Update By User-ID field only displays changes made in TINQ by the user. Other updates do not appear in this program.

To Use the Audit Trail of Leave Updates Program:

1. To select this program, at TINQ menus, enter **09** at the *Please Enter Selection* prompt.

2. Press **Enter**. The Audit Trail of Leave Updates screen is displayed.

```
    TI009                      AUDIT TRAIL OF LEAVE UPDATES              DATE: XX/XX/XX
    DB: 85                                                              PAGE: 0001
    SSNO:
    AGENCY:
    SCREEN OPT: 09

    UPDATE BY   ON    AT         FOR
    USER-ID   DATE  TIME     DESCRIPTION                       OLD DATA    NEW DATA












    PLEASE ENTER SSNO AND AGENCY
    --------------------------------- RESPONSES ----------------------------------
     ENTER = INQUIRE    CLEAR = EXIT    PF1 = MENU    PF7 = BACKWARD    PF8 = FORWARD
                            PF5 = REFRESH/ENTER NEW SSNO
```

Figure 50: Audit Trail of Leave Updates Screen

3. To query a record, complete the fields as follows:

Field	Instruction
SSNO	Type the employee's Social Security number.

4. Complete the Agency field.

Field	Instruction
Agency	Type the employee's Agency code.

5. Press **Enter**. The data changes to the selected Agency data.

6. Complete the fields as follows:

Field	Instruction/Description
Screen Opt	System-generated program number 09. Complete this field with the next program desired after all changes and/or additions are made.
Page	System-generated field requiring no action.

7. Press **Enter**.

All changes made to the employee's leave record(s) are listed in descending chronological order. The changes, however, are not available for viewing until after PAYE runs.

Data in this list includes the following:

- Update By User-ID

- On Date

- At Time

- For Description

- Old Data

- New Data

8. To access another record, press **PF5**, enter the Social Security number and Agency code.

9. Press **Enter**.

10. To access another program, enter the program number in the Screen Opt field.

11. Press **Enter**.

12. To scroll backward to the previous page, press **PF7**.

13. To scroll forward to the next page, press **PF8**.

BPAPRA Comp & Debt Balances

BPAPRA Comp & Debt Balances is Program 10 on the TINQ menu. The Border Patrol Agent Pay Reform Act of 2014 (BPAPRA) program is for U.S. Customs & Border Protection Agencies only. It is used to allow changes to leave transactions and balances for BPAPRA Compensatory Time and BPAPRA Obligated Overtime Debt.

To Use the BPAPRA Comp & Debt Balances:

1. To select this program, at the TINQ menu, enter **10** at the ***Please Enter Selection*** prompt.

2. Press **Enter**. The BPAPRA Comp Leave & Debt Balance screen is displayed.

```
TIO10  DB 63              BPAPRA COMP LEAVE & DEBT BALANCE        DATE: 03/31/17
SSN: _____                $0.01 RATE = BPAPRA COMP            TIME: 13152089
AGENCY: __            * FOR CUSTOMS & BORDER PROTECTION ONLY       PAGE: 0001
SCREEN OPT: 10                                               LAST-UPDATE BY:


  BPAPRA-OBL-DEBT        +000000.00      BPAPRA-COMP-BAL              +0000.00
                                         BPAPRA-COMP-EARNED-YTD       +0000.00


                               RATE RECORDS
    YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND     YR PP  RATE  HOURS IND









    --------------------------- RESPONSES  -------------------------------------
       CLEAR = EXIT             ENTER = INQUIRE/UPDATE           PF1 = MENU
      PF7 = BACKWARD       PF5 = REFRESH/ENTER NEW SSNO       PF8 = FORWARD
```

Figure 51: BPAPRA Comp & Debt Balances Screen

3. To view, modify, or add a record, complete the SSN field.

Field	Instruction
SSN	Type the employee's Social Security number.

4. Press **Enter**. The BPAPRA Comp Leave & Debt Balance record for the Social Security number entered is displayed.

5. Complete the Agency field.

Field	Instruction/Description
Agency	System-generated Agency code. If the employee has a dual appointment and the Agency displayed is not the applicable one, enter the Agency code of the record you want to query or modify.

6. Press **Enter**. The data changes to the selected Agency data.

7. Complete the fields as follows:

Field	Instruction/Description
Screen Opt	System-generated program number **10**. Complete this field with the next program desired after all changes and/or additions are made.
Last Update By	Identification number of the last person to update the leave data.

8. To modify or add a record, complete the applicable fields as follows:

Field	Instruction/Description
BPAPRA-Obl-Debt	Number of hours used from BPAPRA compensatory time earned to repay the balance of obligated overtime debt.
BPAPRA-Comp-Bal	Balance of BPAPRA compensatory hours.
BPAPRA-Comp-Earned-YTD	Number of hours worked in excess of the base 80 hours and BPAPRA Within Tour Overtime approved by management but not scheduled in advance of the pay period.

9. To enter or adjust a rate record, complete the fields as follows:

Field	Description/Instruction
Yr	Last two digits of the year for the entry of adjustments. The year must be the current year or up to 2 years prior. Type the current year in this field to add/change the data in the BPAPRA-Obl-Debt, BPAPRA-Comp-Bal, and BPAPRA-Comp-Earned YTD fields. Note: Once a rate record has been established, the Yr field cannot be changed. If the year is erroneously entered, zero out the hours and reenter the entire record.
PP	Pay Period in which the compensatory time was earned.
Rate	Premium rate (with a decimal point to separate dollars and cents) at which the compensatory time was earned. Note: With the exception of Pay Period 01, only two rate records per pay period can be earned.
Hours	Number of compensatory leave hours earned, used, or forfeited for the pay period including a decimal point for fractions of an hour. Note: With the exception of Pay Period 01, the maximum number of hours that can be entered per pay period is **256**.
Ind	Reserved for future use.

1. After entering the data, press **Enter**. The Last Update By field displays the identification number of the last person to update the leave data.

- All rate records with **0** hours are purged each time PAYE runs.

- The total hours shown in the Rate Records section must equal the applicable balance field. If the hours are not equal to the applicable balance field, an edit message will appear.

2. To access another record, press **PF5** and complete the SSN field.

3. Press **Enter**.

4. To scroll backward, press **PF7**.

5. To scroll forward, press **PF8**.

6. To access another program, enter the program number in the Screen Opt field.

7. Press **Enter**.

Appendix

This section includes the following topics:

TINQ Edit Messages

Description

Error With Audit-EP Store, Call Customer Support

Error Reading Audit-EP Rec, Call Customer Support

Error on Audit Record, (Audit-Element-Num), Call Customer Support

Access Denied, Available Agency = _____

Security Denied Access

Security Denied Access, Check Agency

Not Employee of Requested Agency

Error on Salary Duplicate, Call Customer Support

Error on Audit Calc In Include, Call Customer Support

SSNO Not on Data Base #1

SSNO Not on Data Base #2

No Fields Were Changed

Please Correct Highlighted Fields

Correct Highlighted Fields, Fraction Must = 00, 25, 50, 75

SSNO Must Be Numeric

DB Error on Salary Calc, Call Customer Support

Ann-Sick-Lv Record Not Present, Call Customer Support

Error on Find Ann-Sick-Lv, Call Customer Support

Fraction Hours Must = 00, 25, 50, 75

Please Enter Numeric Task Number

Please Enter Your Selection

Error on Obtain Ann-Sick-Lv, Call Customer Support

No AWOP Record, Type Data & Enter to Add

Error on Obtain AWOP, Call Customer Support

No Susp-Lv Record, Type Data & Enter to Add

Error on Obtain Susp-Lv, Call Customer Support

No Mil-Lv Record, Type Data & Enter to Add

Enter on Obtain Mil-Lv, Call Customer Support

Unable to Add Comp-Lv Record, Call Customer Support

Error on Obtain Comp-Lv, Call Customer Support

No Home-Shore-Lv Record, Type Data & Enter to Add

Error on Obtain Home-Shore-Lv, Call Customer Support

No-Ann-Lv-Rest Record, Type Data & Enter to Add

Error on Obtain Ann-Lv-Rest-Record, Call Customer Support

Ann-Lv Change Not Allowed; Separation & Lump Sum Paid; No Fields Updated

Cannot Add Ann-Sick-Lv Record, Call Customer Support

Ann-Sick-Lv Record Updated

Problem With Ann-Sick-Lv Modify, Call Customer Support

Please Correct Highlighted Field, Fraction Must = 00, 25, 50, 75

Not Approved Leave Recipient, (TI-Annual-Leave-Accruals-YTD) Exceeds Max Yearly Accrual

Not Approved Leave Recipient, (TI-Sick-Leave-Accruals-YTD) Exceeds Max Yearly Accrual

(TI-Annual-Leave-Used-YTD), Exceeds Max Hours of 2080

(TI-Sick-Leave-Used-YTD), Exceeds Max Hours of 2080

(TI-Credit Hrs-Current Bal), Exceeds 24 Hour Maximum

Access Denied, Available Agency = "XX"

Must Be 0, 1, or 2

Leave Types Are A=AWOL, L=LWOP, S=Suspension

AWOP Record Updated

Rate Records Balanced

AWOP Record Added

Unable to Add AWOP Record, Call Customer Support

Invalid Month, Re-Enter

Invalid Year, Re-Enter

Invalid Day, Re-Enter

Unable to Obtain Owner Record, Call Customer Support

Unable to Modify Owner Record, Call Customer Support

Susp-Lv Record Updated

Problem With Susp-Lv Modify, Call Customer Support

Susp-Lv Record Added

Unable to Add Susp-Lv Record, Call Customer Support

Mil-Lv Record Updated

Problem With Mil-Lv Modify, Call Customer Support

Mil-Lv Record Added

Unable to Add Mil-Lv Record, Call Customer Support

Max Hours = 288 (Including Carryover Days), Please Re-Enter

Max Hours = 240 (Including Carryover Days), Please Re-Enter

Max Hours = 144 (Including Carryover Days), Please Re-Enter

Max Hours = 120 (Including Carryover Days), Please Re-Enter

(Military-Lv-Days-YTD-Reg) Exceeds 36 Day Maximum

(Military-Lv-Days-YTD-Reg) Exceeds 30 Day Maximum

(Military-Lv-Days-YTD-Reg) Exceeds 18 Day Maximum

(Military-Lv-Days-YTD-Reg) Exceeds 15 Day Maximum

(Military-Lv-Hrs-YTD-Emeg) Exceeds Maximum Allowed

(Military-Lv-Hrs-YTD-Emeg) Exceeds 176 Hr Maximum

(Military-Lv-Hrs-PP-Emeg) Exceeds 80 Hr Maximum

(Military-Leave-Carryover) Exceeds 18 Day Maximum

(Military-Leave-Carryover) Exceeds 15 Day Maximum

(Military-Lv-Days-Prior-Yr) Exceeds 18 Day Maximum

(Military-Lv-Days-Prior-Yr) Exceeds 15 Day Maximum

Comp-Oth-Rt Record Added

Comp-Lv and Comp-Oth-Rt Adjusted

Comp-Oth-Rt Record Updated

Comp-Lv Record Updated

Call Programmer, Database Error

Error on Obtain Comp-Lv, Call Customer Support

Unable to Read Table-28, Call Customer Support

Comp-Lv-Bal Exists Without Rate Recs, Add Rate Rec or Press Enter To Balance

No Rate Records, Type Data to Add

Current Comp-Lv Not in Balance, Press Enter if Balance Is Desired

Current Comp-Lv Not in Balance, Press Enter if Balance Is Desired - 1

Prior-1 Comp-Lv Not in Balance, Press Enter if Balance Desired

Prior-2 Comp-Lv Not in Balance, Press Enter if Balance Desired

******* Press Enter to Balance Rate Records *******

******* Press Enter to Balance Comp Leave ********

Press PF8 to See More Records or PF5 to Enter New SSNO

No More Records, PF5 to Enter New SSNO

Cannot Modify This Record, Call Customer Support

DB-Error on Comp-Oth-Rt Modify, Call Customer Support

Neg Earned Not Allowed, Press Enter to Reduce Used-YTD

Record has Been Balanced and Updated

DB-Error on Comp-Lv Modify, Call Customer Support

Lost Currency

Press PF7/PF8 to Page Backward/Forward

Numerics Only, Please Re-Enter

Maximum No. of Rate Records, Call Customer Support

Zero This Record and Enter Rate Record On Line Above

Current Calendar Year Rate Records Cannot Be Entered Until February

216 Rate Records Is the Maximum, Call Customer Support

Please Enter Valid Year

Please Enter Valid PP

Please Enter Correct Rate

Ind Cannot Be Added to Existing Record, Add New Record

Enter "E" for Religious Earned. "T" for Religious Used

Indicator Must Be F, U, R, or Space

Religious or Used Leave Must Be Current Year

Top of Data Reached, Press PF5 to Enter New SSNO

PF7 to return to Page 1 or PF5 to Enter New SSNO

No More Pages for (SSNO), PF5 to Enter New SSNO

End of Data, PF7 to Page Backward

Year Change Not Allowed, Create New Rate Record

Year Out of Range, Call Customer Support

Ind Must Be Space When Modifying Rcd

Negative Hours Not Allowed for Prior Years

Negatives Not Allowed, Reduce Comp-Oth-Rt Hours

Year in Error, Only 3 Years Allowed

Must Enter Hours to Store Record

Negative Hours Not Allowed, Reduce Existing Record

Negative Hours Not Allowed

Invalid Pay Period, Please Correct

Maximum Two Rate Records Per PP Per Year

Maximum 256 Hours Per PP Per Year

Negative Used Hours Not Allowed

Negative Used or Balance Hours Not Allowed

Used Cannot Exceed Current Balance

Negative Used or Balance Hours Not Allowed

Forfeited Hours Exceed Current Balance, Re-Enter

Forfeited Balance Less Than Hour Amount

Hours Forfeited Exceed Available Balance

Problem With Comp-Oth-Rt Modify, Call Customer Support

Unable to Add Comp-Oth Rt Record, Call Customer Support

DB-Error on Comp-Lv-1 Modify, Call Customer Support

DB-Error on Ann-Sick-Lv Modify, Call Customer Support

Negative Home-Lv-Current-Bal Not Allowed, Re-Enter Appropriate Field

45 Day Code Must = Y or N

Negative Shore-Lv-Current-Bal Not Allowed, Re-Enter Appropriate Field

Home-Shore-Lv Record Updated

Problem With Home-Shore-Lv Modify, Call Customer Support

Home-Shore-Lv Record Added

Unable to Add Home-Shore-Lv Record, Call Customer Support

Max Hours = 360 for Newly Established Record

Error on Obtain Home-Shore-Lv, Call Customer Support

To Exceed Max Hours to Be Restored, Enter "Yes" at Ind

Ann-Lv-Rest Record Updated

Problem With Ann-Lv-Rest Modify, Call Customer Support

Ann-Lv Rest Record Added

Unable to Add Ann-Lv-Rest Record, Call Customer Support

Please Enter Year for Restored Hours

Cannot Restore Hours for Current or Future Year

Cannot Restore Hours Past 3 Years

Duplicate Years Not Valid, Re-Enter

Please Enter Hours to Be Restored

Exceeds Max Hours Allowed, Re-Enter

Hours Exceed Max, if You Wish to, Mark Max Ind With Yes

(Ann-Lv Restored-Forfeited) Exceeds Maximum Hours

Error on Obtain Ann-Lv-Rest, Call Customer Support

Total-Time-Off Record Not Present, Must Be Established With 50 Documentation

Error on Find Total-Time-Off, Call Customer Support

No Time-Off-Awards for This Employee

No More Records for This Employee

PF8 to See More Records

PF7 to Return to Page 1 or PF5 to Enter New SSNO

No More Pages for (SSNO), Press PF5 to Enter New SSNO

Problem With Time-Off-Award Modify, Call Customer Support

Problem With Total-Time-Off Modify, Call Customer Support

Award Hours Have Been Used

Negatives Not Allowed

Award Time Has Expired 1

Award time Has Expired 2

Used Hours Exceed Available Hours

Please Use Balance of Previous Award

No Fields Changed

Please Enter SSNO and Agency

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No index entries found.